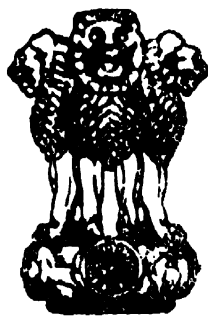








**REPORT**  
**ON**  
**SURVEY OF LABOUR CONDITIONS**  
**IN**  
**ARTIFICIAL MANURE FACTORIES**  
**IN INDIA**  
**(1965-66)**



सत्यमेव जयते

**LABOUR BUREAU**  
**MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION**  
**(DEPARTMENT OF LABOUR AND EMPLOYMENT)**  
**GOVERNMENT OF INDIA**



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# CONTENTS

	PAGE
Preface .. .. .	(iii)
<b>CHAPTER I—INTRODUCTION</b>	
Growth and Location of the Industry in India .. .. .	1
Genesis of the Survey .. .. .	3
Scope and Design .. .. .	3
<b>CHAPTER II—EMPLOYMENT</b>	
Composition of the Working Force : Distribution by Broad Occupational Groups .. .. .	6
Distribution of Workers by 'Covered' and 'Not Covered' under the Factories Act, 1948 .. .. .	7
Employment of Women .. .. .	8
Child Labour .. .. .	9
Time-rated and Piece-rated Workers .. .. .	9
Contract Labour .. .. .	10
System of Recruitment .. .. .	10
Employment Status .. .. .	10
Length of Service .. .. .	11
Absenteeism .. .. .	12
Labour Turnover .. .. .	12
Regulation of Employment of <i>Billi</i> and Casual Labour .. .. .	12
Training and Apprenticeship .. .. .	13
<b>CHAPTER III—WAGES AND EARNINGS</b>	
Earnings .. .. .	14
Dearness Allowance .. .. .	15
Other Allowances : Production/Incentive Bonus, Night Shift Allowance, House Rent Allowance, Transport or Conveyance Allowance and Other Cash Allowances .. .. .	15
Bonuses : Annual Bonus, Festival Bonus and Profit-sharing Bonus .. .. .	15
Fines and Deductions .. .. .	16
<b>CHAPTER IV—WORKING CONDITIONS</b>	
Shifts .. .. .	17
Hours of Work .. .. .	17
Dust and Fumes .. .. .	19
Seating Arrangements .. .. .	19
Conservancy .. .. .	19
Leave and Holidays with Pay : Earned Leave, Casual Leave, Sick Leave, National and Festival Holidays .. .. .	20
Weekly Offs .. .. .	22
<b>CHAPTER V—WELFARE AND AMENITIES</b>	
Drinking Water Facilities .. .. .	23
Washing Facilities .. .. .	24
Bathing Facilities .. .. .	24
Canteens .. .. .	25



## CHAPTER V—WELFARE AND AMENITIES—*contd.*

	\	PAGE
Creeches .. .. .	.. .. .	26
Lockers .. .. .	.. .. .	26
Rest Shelters .. .. .	.. .. .	26
Recreation Facilities .. .. .	.. .. .	26
Educational Facilities .. .. .	.. .. .	26
Medical Facilities : Ambulance Rooms, First-aid Boxes .. .. .	.. .. .	27
Transport Facilities .. .. .	.. .. .	28
Other Amenities .. .. .	.. .. .	28
Housing Facilities .. .. .	.. .. .	28

## CHAPTER VI.—SOCIAL SECURITY

<b>Provident Fund Schemes</b>	..	..	..	..	..	..	<b>30</b>
<b>Pension Schemes</b>	..	..	..	..	..	..	<b>31</b>
<b>Gratuity Schemes</b>	..	..	..	..	..	..	<b>31</b>
<b>Maternity Benefits</b>	..	..	..	..	..	..	<b>31</b>
<b>Industrial Accidents</b>	..	..	..	..	..	..	<b>31</b>
<b>Occupational Diseases</b>	..	..	..	..	..	..	<b>32</b>

## CHAPTER VII—INDUSTRIAL RELATIONS

<b>Industrial Disputes</b>	..	..	..	..	..	..	..	<b>33</b>
<b>Trade Unionism</b>	..	..	..	..	..	..	..	<b>34</b>
<b>Collective Agreements</b>	..	..	..	..	..	..	..	<b>35</b>
<b>Standing Orders</b>	..	..	..	..	..	..	..	<b>35</b>
<b>Labour and Welfare Officers</b>		..	..	..	..	..	..	<b>36</b>
<b>Works and Joint Committees</b>		..	..	..	..	..	..	<b>36</b>
<b>Production and Other Committees</b>	..		..	..	..	..	..	<b>37</b>
<b>Grievance Procedure</b>	..	..	..	..	..	..	..	<b>37</b>
<b>Association of Workers with Management</b>			..	..	..	..	..	<b>37</b>

## CHAPTER VIII—LABOUR COST

Labour Cost per Man-day Worked .. .. .	38
Components of Labour Cost : Wages, Premium Pay for Over-time and Late Shifts, Bonus, Other Payments in Cash and Kind, Social Security Contributions, Subsi- dies, Direct Benefits, Some Other Payments Related to Labour Cost and Others	28

## CHAPTER IX—SUMMARY OF FINDINGS

<b>Summary of Findings</b>	..	..	..	..	..	..	45
----------------------------	----	----	----	----	----	----	----

## APPENDICES

Appendix I : A Brief Note on the Sample Design and the Method of Estimation Adopted .. .. .	49
Appendix II : Schedule used in the Survey .. .. .	52

## PREFACE

Ever since India entered the industrial field over a century ago, industrial labour in the country and its problems have been the subject of interest. From earlier emphasis on prevention of exploitation of labour, the interest has now shifted to providing them a fair deal and fuller opportunities. Surveys that bring out true conditions of labour provide a sound base to the present day approach to problems of labour in India, in the context of planned economic development of the country.

A detailed survey on a country-wide basis of the working and living conditions of industrial labour was conducted by the Labour Investigation Committee, appointed by the Government of India in 1944. The years that followed witnessed far-reaching changes in the set-up of the country, its basic policies and national objectives. As a result, the well-being of the working class came to be recognised as an essential factor in the long-term strategy for industrial advance and in the overall economic stability and progress of the country. The adoption of this policy has brought about a new awakening in the ranks of labour and has afforded them much relief in various directions through legislation and other measures.

In order to assess the impact of these measures on the industrial labour and to make an appraisal of their present conditions, a scheme for a comprehensive Survey of Labour Conditions was incorporated in the Second Five Year Plan. Its execution was entrusted to the Labour Bureau. The Survey was conducted according to a phased programme in 46 industries. This report presents data regarding the Artificial Manure Factories covered under the Scheme during 1965-66.

The present Survey differs considerably from similar investigations in the past in matters of design, scope and presentation of data. It has also certain distinguishing features. For example, it furnishes data separately for large and small establishments in various industries, makes a limited study of labour cost in relation to the benefits and amenities that the workers now enjoy, and provides first-hand information on certain important aspects of labour management relations. Attempt has also been made to collect and interpret data on certain conventional items in a more meaningful way. In the presentation of the data, the effort has been to reduce the information into quantitative terms so as to serve as a bench mark for purposes of evaluation of changes at a future date. Recourse to general description has been resorted to only where the other type of treatment was not possible.

In a Survey of this magnitude, it was but natural that many problems had to be faced both in planning as well as execution. Most of these flowed from non-availability of up-to-date frames and absence or improper maintenance of records in many establishments. In many cases, the field staff had almost to build up the required statistics from various sources. This naturally imposed a heavy demand on the industrial managements canvassed and the Bureau is deeply indebted to them for their wholehearted co-operation. The co-operation and valuable assistance received from associations of employers and workers, Labour Commissioners as well as Chief Inspectors of Factories and other Officials of State Labour Departments is also gratefully acknowledged.

The debt of gratitude that I owe to the Central Statistical Organisation and the Chief Adviser of Factories\* for evincing keen interest in the Survey and rendering technical advice on various matters is indeed great. I am also thankful to the Employment Division of the Planning Commission for examining the Schedule and Instructions and offering useful suggestions. I am equally grateful to the Bureau of Labour Statistics, U.S.A., Social Survey Division, Ministry of Labour and Social Service, U.K., Economics and Research Branch, Department of Labour, Canada, and Labour Statistics and Research Division, Ministry of Labour, Japan, whose advice was sought on several technical matters.

The primary responsibility for conducting the present round (fourth and final) of the Survey was ably borne by Dr. J. N. Mongia, Deputy Director, who gave full weight of his experience to this assignment. On various statistical problems arising out of the Survey, the requisite technical advice was provided to him by other officers of the Bureau.

The preliminary draft of the Report was prepared by Shri A. Ratna Rao, Investigator Grade I and was finalised by Dr. J. N. Mongia, Deputy Director with the assistance of Shri H. B. L. Bhatnagar, Assistant Director, who was also responsible for supervision of manual tabulation of data. Part of the data relating to Survey of Labour Conditions in industries covered during the fourth round (1965-66) was for the first time tabulated by Machine Tabulation Unit of the Labour Bureau, under the supervision of Shri Subir Kumar Gupta, Assistant Director. Sarvashri R. C. Madan and D. D. Verma, Computers, assisted in computation of data. The field investigations were carried out by Sarvashri R. N. Tiwari, V. K. Lohumi, R. K. Pillay, M. P. Kanaujia, George Jacob, K. N. Upadhyay, R. L. Khosla, A. S. Parmar, L. D. Khanna, L. K. Kanuga, Khazan Singh, G. S. Kochhar and Harjinder Singh, under the supervision of Sarvashri Mahesh, Chandra, P. T. Deshpande, B. S. Bhola and R. N. Mondal. To all these I am deeply thankful.

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\*Now designated as Director General, Factory Advice Service and Labour Institutes.

(v)

The views expressed in this Report are not those of the Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment), Government of India.

K. K. BHATIA

*Director*

LABOUR BUREAU, SIMLA

*Dated the 23rd December, 1967*



## CHAPTER I

### INTRODUCTION

The use of fertilizers for increasing agricultural output has been one of the most significant developments in agriculture in the recent past. Some of the more advanced countries of the world have been able to achieve higher yields through the use of fertilizers in sufficient quantities. Due to the greater use of fertilizers there has been a shift in emphasis from 'extensive' to 'intensive' cultivation. It has now been largely admitted that the use of chemical fertilizers is the largest single factor for raising agricultural production all over the world.

#### *1.1. Growth and Location of the Industry in India*

Though the fertilizer industry in India is more than a century old, its growth really started with the achievement of Independence. In the pre-Independence period, not much attention was paid in the country to the production and the consumption of artificial manures or chemical fertilizers. Small quantities of ammonium sulphate, obtained as a by-product of coke ovens, constituted the sole production. It was, therefore, not very surprising that with the total cropped area of over 300 million acres, consumption of chemical fertilizers in India, even as late as 1945, was a mere 14,000 tons in terms of Nitrogen. The need for maximising production from land with a view not only to wiping out the gap between domestic production and consumption of foodgrains but also to cater to the ever-growing demands arising from the galloping increase in population, was brought home during the Bengal famine at the end of World War II.

In India, production of synthetic ammonia for the manufacture of ammonium sulphate fertilizer was pioneered in 1938 by the Mysore Chemicals and Fertilizers at their factory at Belagula near Mysore with installed capacities of 5 and 20 tons of ammonia and ammonium sulphate, respectively, per day. The next commercial unit was set up at Alwaye in 1945 in the former Travancore-Cochin State. The Sindri Factory, conceived as early as 1944-45, has the distinction of being the first one among the State-owned and State-managed industrial enterprises in India. With the beginning of the era of planning, greater emphasis was laid on the use of fertilizers in increasing agricultural production. During the First and Second Plan periods, the consumption of nitrogenous fertilizers increased from 35,000 tonnes in 1951 to about one lakh tonnes in 1956 and to about two lakh tonnes in 1961 in terms of nitrogen. The likely consumption at the end of Third Plan was estimated to be of the order of 0.60 million tonnes of nitrogen, 0.15 million tonnes of  $P_2O_5$  (Phosphorus Pentaoxide) and 0.09 million tonnes of  $K_2O$  (Potassium Oxide). Chemical fertilizers are likely to play a key role in increasing agricultural production during the Fourth Plan period. The expansion of the production capacity of chemical fertilizer units has, therefore been accorded a high priority in the industrial planning. The Fourth Plan programmes also include the establishment of six new fertilizer units at Durgapur, Namrup, Cochin, Madras, Gorakhpur

and Barauni besides expanding the three existing units at Namrup, Alwaye and Trombay in the Public Sector. The number of Artificial Manure factories before the beginning of the First Five Year Plan (i.e. 1951) was only 56 employing about 6,193 persons. By the end of 1964, the number of factories had risen to 130 and the number of workers employed therein to about 16,200, thus recording an increase of 132 per cent. over the 1951 figure in the case of factories and 162 per cent. in the working force. Statement 1.1 shows State wise distribution of Artificial Manure factories in India, during 1964, and the number of workers employed therein.

### STATEMENT 1.1

*State-wise Distribution of Artificial Manure Factories in India and Average Daily Employment therein During 1964*

State							Number of Factories	Average Daily Employ- ment
1							2	3
1. Andhra Pradesh	..	..	..	..	..	..	29 (22.3)	1,450 (9.0)
2. Assam ..	..	..	..	..	..	..	2 (1.5)	124 (0.8)
3. Bihar ..	..	..	..	..	..	..	1 (0.8)	4,510 (27.8)
4. Gujarat	..	..	..	..	..	..	4 (3.1)	219 (1.3)
5. Kerala ..	..	..	..	..	..	..	14 (10.8)	2,420 (14.9)
6. Madhya Pradesh	..	..	..	..	..	..	5 (3.8)	400 (2.5)
7. Madras	..	..	..	..	..	..	25 (19.2)	1,676 (10.3)
8. Maharashtra	..	..	..	..	..	..	16 (12.3)	455 (2.8)
9. Mysore	..	..	..	..	..	..	15 (11.5)	709 (4.4)
10. Punjab	..	..	..	..	..	..	1 (0.8)	1,846 (11.4)
11. Uttar Pradesh	..	..	..	..	..	..	7 (5.4)	1,180 (7.3)
12. West Bengal	..	..	..	..	..	..	11 (8.5)	1,211 (7.5)
Total							130 (100.0)	16,200 (100.0)

*Note*—Figures shown in brackets are percentages to totals.

*Source* :—Returns received under the Factories Act, 1948 for the year 1964.

It will be seen from the Statement (1.1) that the Industry is well scattered throughout the country and is shared by all the States except Orissa and Rajasthan. From the point of view of number of factories, Andhra

Pradesh, Madras and Maharashtra States account for a little over 53 per cent. of the total number of factories in the country. As regards the magnitude of employment, Bihar occupies the top position accounting for nearly 28 per cent. of the total employment in the Industry.

### 1.2. *Genesis of the Survey*

The first comprehensive survey of conditions of labour in various industries in India on a country-wide basis was conducted by the Royal Commission on Labour during 1929—31. On the basis of its report and findings, various ameliorative measures were introduced by the Government in the field of labour. After a lapse of over a decade, i.e. in 1944, the Government of India appointed another Committee viz., the Labour Investigation Committee, to enquire into the conditions of labour in all important industries. The Committee conducted detailed investigations in 38 industries during 1944-45 and, besides a main report on labour conditions in general, published individual reports in respect of various industries. These reports provided valuable material for the formulation of labour policy. The years that followed witnessed many changes of far-reaching significance. For instance, many legislative measures were adopted to improve working and living conditions and several schemes were enforced for promoting welfare and social security of workers. The setting up of the adjudication machinery also led to improvement in the conditions of work and wages in various industries. Above all, the attainment of Independence by the country in 1947 gave a new status to the working classes. With a view to evaluating and assessing the effects of the various measures adopted, the Ministry of Labour and Employment as well as the Planning Commission considered it necessary that a fresh comprehensive Survey of Labour Conditions in various industries should be conducted. Such a Survey, it was felt would also help the Government in obtaining a precise picture of the existing conditions and problems of labour for purposes of deciding the future course of action. Accordingly, a scheme for the conduct of a Survey of Labour Conditions was included in the Second Five Year Plan and the Labour Bureau was entrusted with its execution. The scheme drawn up by the Bureau envisaged to cover 46 industries according to a phased programme in four rounds. The Artificial Manures industry was not surveyed as a separate industry by the Labour Investigation Committee during 1944-45, presumably because this industry was not an important one at that time. However, since the Industry has developed significantly now and employs about 16,200 workers, it was considered desirable to include it in the scope of the present Survey. As such, Artificial Manures industry was covered as one of the 18 industries during the fourth round of the Survey of Labour Conditions.

### 1.3. *Scope and Design*

A note given in the Appendix-I of this Report spells out the details relating to the sample design and method of estimation adopted. In view of the absence of a complete list of all Artificial Manure factories in the country, it was decided that the scope of the Survey should be restricted to factories registered under the Factories Act, 1948. The list of registered factories during 1963, which was used as the frame (except in case of Andhra Pradesh and Maharashtra States for which the list related to the year 1962) did not indicate concentration of Artificial Manure factories in any particular region or centre. Hence, no stratification by regions or centres was attempted. However, since the past experience of the surveys in other industries had shown that wide variations existed in conditions of work,



standards of welfare, amenities etc., in the units of different size groups in each industry, it was felt that it would be useful to have separate data for units of different sizes. It was, therefore, decided that for purposes of the Survey, factories engaged in the manufacture of artificial manures should be divided into two size-groups—large and small. For this purpose, the cut-off point chosen was 155 which was approximately equal to the average size of employment per factory.

As regards the sample size, 25 per cent. of the large size and 12.5 per cent. of the small size units were considered to be adequate to yield reliable results. However, in the course of the Occupational Wage Survey 1958-59 conducted by the Bureau, it was noticed that a large number of sampled units could not be canvassed either because of their changing the line of production or because some of them went out of business before they could be canvassed. In order to safeguard against the possible shrinkage of the sample size due to the above-mentioned contingencies, the sample size was enlarged in the light of the above experience and on the basis of a study of closures for the past few years as revealed by the annual list of registered Artificial Manure factories. The sampling fraction ultimately adopted was 33.3 per cent. for the large factories and 16.6 per cent. for the small ones. Statement 1.2 shows the number of Artificial Manure factories together with the number of workers employed therein (a) in the frame, (b) in the sample and (c) in the sample actually covered.

#### STATEMENT 1.2

*Number of Artificial Manure Factories and Workers Employed therein in the Frame, Sample, etc.*

Size Group	In the Frame		In the Sample Selected		In the Sample Ultimately Covered	
	Number of Factories	Number of Workers Employed	Number of Factories	Number of Workers Employed	Number of Factories	Number of Workers Employed
1	2	3	4	5	6	7
1. Large Factories ..	14	11,834	5 (35.7)	7,482 (63.2)	5 (35.7)	7,482 (63.2)
2. Small Factories ..	102	3,599	17 (16.7)	850 (23.6)	17 (16.7)	850 (23.6)
3. All Factories ..	116	15,433	22 (19.0)	8,332 (54.0)	22 (19.0)	8,332 (54.0)

*Note*—Figures in brackets are percentages to respective totals in the frame.

It would be seen from the Statement that the Survey finally covered 19 per cent. of all Artificial Manure factories which accounted for 54 per cent. of the workers employed in the Industry. Since only those factories fell in the sample which featured in the frame and as it was not possible to take account of new factories which came into being up to and during the period of the Survey, the information given in this Report should be treated to relate to the factories which were in existence during the period to which the frame related (1962-63) and which continued to exist at the time of the Survey.

The data for the Survey were collected by the field staff of the Labour Bureau by personal visits to the sampled establishments. With a view to testing the schedule and instructions prepared for the Survey as also to impart practical training to the field staff, a pilot enquiry was conducted in September-October, 1959 before taking up the first round of the main Survey of Labour Conditions Scheme in December, 1959. On the basis of the experience gained in the pilot enquiry, the schedule and instructions were suitably revised. However, the schedule used (Appendix-II) for collection of the required information in the fourth round differed from that used in the earlier three rounds. Since the information pertaining to absenteeism, labour turnover, pay periods and earnings was already being collected under other schemes of the Bureau viz., Occupational Wage Survey, Annual Survey of Industries etc., it was decided not to collect such information under the fourth round of the Survey of Labour Conditions Scheme and hence the schedule was revised accordingly. Some minor changes in the block relating to Works Committees were also carried out.

The field investigations were launched in April, 1965, and completed in February, 1966. Hence, the information collected, except where specifically mentioned should be treated to relate to this period i.e., 1965-66.

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## CHAPTER II

### EMPLOYMENT

During the course of the present Survey, in order to ensure comparability, the data in respect of employment were collected from the sampled establishments as on a specified date, i.e., 31st March, 1965. On the basis of these data, the total employment as on 31st March, 1965 in the Artificial Manure factories registered under the Factories Act, 1948, has been estimated to be about 26 thousand. This estimate, however, differs from the statistics furnished under the Factories Act, 1948, according to which the total employment strength of such factories was 16,200 for the year 1964. The main reason for the difference between the two figures is that whereas the former represents the estimate based on the actual number of persons on roll on a particular date, the latter shows the average daily employment for the whole year. Besides, certain category of employees, as per details in Statement 2.2, were not covered under the Factories Act, 1948, while they were included in the above estimate.

#### 2.1. Composition of the Working Force

2.1.1. *Distribution by Broad Occupational Groups*—For the purposes of the present Survey, the International Standard Classification of Occupations, recommended by the International Labour Organisation, was adopted and the workers in the Artificial Manures Industry were classified into the following categories—

- (a) Professional, Technical and Related Personnel.
- (b) Administrative, Executive and Managerial Personnel.
- (c) Clerical and Related Workers (including Supervisory).
- (d) Production and Related Workers (including Supervisory).
- (e) Watch and Ward and Other Services.

Statement 2.1 gives details in respect of the number of workers on roll, by occupational groups, as revealed by the Survey.

#### STATEMENT 2.1

*Estimated Percentage Distribution of Workers\* by Broad Occupational Groups in the Artificial Manures Industry*  
(31st March, 1965)

Size Group	Total Number of Workers (Estimated)	Estimated Percentage of Workers				
		Profes- sional, Technical and Related Personnel	Adminis- trative, Executive and Managerial Personnel	Clerical and Related Workers (including Super- visory)	Produc- tion and Related Workers (including Super- visory)	Watch and Ward and Other Services
1	2	3	4	5	6	7
1. Large Factories ..	21,289	6.7	0.9	13.1	69.7	9.6
2. Small Factories ..	4,688	3.5	2.0	6.5	78.2	9.8
3. All Factories ..	25,977	6.1	1.1	11.9	71.3	9.6

\*Covered' as well as 'Not Covered' under the Factories Act, 1948.

It can be seen from the Statement (2.1) that a majority of the working force in the industry belonged to the group 'Production and Related Workers (including Supervisory)', their percentage to the total being nearly 71. 'Clerical and Related Workers (including Supervisory)' formed the next important group and accounted for nearly 12 per cent. of the total, followed by 'Watch and Ward and Other Services' (nearly 10 per cent.) and 'Professional, Technical and Related Personnel' (nearly 6 per cent.). The remaining 1 per cent. of the workers were 'Administrative, Executive and Managerial Personnel'. The proportion of workers belonging to 'Watch and Ward and Other Services' was nearly the same in both the large and small factories. Another fact worthy of note is that the percentages of 'Professional, Technical and Related Personnel' and 'Clerical and Related Workers (including Supervisory)' were almost double in the large factories as compared to those in the small ones. On the other hand the proportion of Administrative, Executive and Managerial Staff in small factories was conspicuously higher than in the large establishments.

2.1.2. *Distribution of Workers by 'Covered' and 'Not Covered' under the Factories Act, 1948*—According to the Factories Act, 1948, a 'Worker' has been defined as "a person employed, directly or through any agency, whether for wages or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with the manufacturing process, or the subject of manufacturing process." Such employees as were not covered under the Factories Act, 1948, formed about 17.5 per cent. of the total estimated employment in the Industry. Details of workers 'covered' and 'not covered' under the Factories Act in different occupational groups are given in Statement 2.2

#### STATEMENT 2.2

*Estimated Percentage Distribution of Workers By 'Covered' and 'Not Covered' under the Factories Act, 1948, in the Artificial Manures Industry*  
(31st March, 1965)

Size Group	Professional, Technical and Related Personnel		Administrative, Executive and Managerial Personnel		Clerical and Related Workers (including Supervisory)		Production and Related Workers (including Supervisory)		Watch and Ward and Other Services		Total	
	Covered Not Covered		Covered Not Covered		Covered Not Covered		Covered Not Covered		Covered Not Covered		Covered Not Covered	
	1	2	3	4	5	6	7	8	9	10	11	12
1. Large Factories	59.2	40.8	33.5	66.5	24.4	75.6	98.2	1.8	45.6	54.4	80.3	19.7
2. Small Factories	90.2	9.8	37.6	62.4	85.0	15.0	96.5	3.5	78.1	21.9	92.6	7.4
3. All Factories	62.4	37.6	34.9	65.1	30.4	69.6	97.9	2.1	51.6	48.4	82.5	17.5

It will be seen from Statement 2.2 that a bulk of the working force constituting about 82.5 per cent. of the total estimated employment, was covered under the Factories Act, 1948. The highest percentage (97.9) of the employees covered under the Factories Act, 1948 was in the broad group

'Production and Related Workers' and the lowest (30.4 per cent.) in the group 'Clerical and Related Workers'. The proportion of the workers 'not covered' was quite high among 'Administrative, Executive and Managerial Personnel' (65.1 per cent.) and 'Clerical and Related Workers (including Supervisory)' (69.6 per cent.). In every group except that of 'Production and Related Workers' the estimated percentage of the workers 'not covered' under the Factories Act, 1948, was higher in large factories as compared to small ones. The proportion of workers 'not covered' under the Act in the Industry was higher in large factories (about 20 per cent.) than in the small ones (nearly 7 per cent.).

## 2.2. *Employment of Women*

Employment of women, though not uncommon in this Industry, was not of significant proportion. The Survey results show that about 49 per cent. of the Artificial Manure factories in the country employed an estimated total of 1,841 women which constituted nearly 7 per cent. of the total workers employed. About 62 per cent. of the total number of women workers were employed in large factories and the rest in small ones. The statistics regarding the employment strength of women and the factories employing them are presented in Statement 2.3.

### STATEMENT 2.3

*Estimated Proportion of Women Workers in the Artificial Manures Industry*  
(31st March, 1965)

Size Group	Total Number of Factories†	Percentage of Factories Employing Women	Total Number of Workers*	Percentage of Women Workers (of col. 4)	Percentage of Women Workers to the total number of Women in the Industry
1	2	3	4	5	6
1. Large Factories ..	14	60.0	21,289	5.3	61.6
2. Small Factories ..	92	47.1	4,688	15.1	38.4
3. All Factories ..	106	48.8	25,977	7.1	100.0

†This number does not tally with the number of factories in Statement 1.2.

The difference is due to the fact that certain number of factories was found closed at the time of the Survey.

\*'Covered' and 'Not Covered' under the Factories Act, 1948.

Of the total women workers, about 76 per cent. belonged to the group 'Production and Related Workers (including Supervisory)'. Those employed as 'Professional, Technical and Related Workers' and 'Clerical and Related Workers' constituted about 10 per cent. and 9 per cent. respectively. Women engaged for 'Watch and Ward and Other Services' formed only about 5 per cent. of their total employment and the rest were employed as 'Administrative, Executive and Managerial Personnel'. The proportion of women workers belonging to the category 'Production and Related Workers' was quite high in both the large (62 per cent.) and small (99 per cent.) factories.

Women employed on production processes were usually engaged on such jobs as loading and unloading, carrying bones to the disintegrator and disintegrated bones on a grading pan, shifting the dust and also picking out foreign materials from the graded bones, stitching of bags, cleaning and sweeping.

Excepting a few units where it was reported that women were employed because of their suitability for some specific jobs those of stitching of bags, collection of ingredients, bottle cleaning, etc., no particular reason was advanced by the employers for their employment. However, in one of the units in Bihar State, the main reason for the employment of women workers for carrying loads on heads was that men folk were not forthcoming for this job.

### 2.3. Child Labour

None of the sampled units surveyed was found to be employing child labour.

### 2.4. Time-rated and Piece-rated Workers

Both the systems of payment, i.e., time-rates and piece-rates, were prevalent in the Industry. Statement 2.4, based on the results of the Survey, would reveal that payment by time predominated inasmuch as the proportion of time-rated male production workers was as high as about 97 per cent. and the entire women labour was employed on time-rate basis.

A fact also stands out significantly that the proportion of piece-rated male employees was higher in small factories as compared to large ones.

#### STATEMENT 2.4

*Estimated Percentage Distribution of 'Production and Related Workers' in the Artificial Manures Industry by Methods of Payment.*

(31st March, 1965)

Size-Group	Total Number of Production Workers†	Distribution of Workers into		Percentage Distribution of Workers by Sex and Method of Payment			
		Time-rated	Piece-rated	Men		Women	
				Time-rated	Piece-rated	Time-rated	Piece-rated
1	2	3	4	5	6	7	8
1. Large Factories..	14,495	99.3	0.7	99.2	0.8	100.0	—
2. Small Factories..	3,536	85.8	14.2	82.2	17.8	100.0	—
3. All Factories	18,031*	96.6	3.4	96.4	3.6	100.0	—

†'Covered' under the Factories Act, 1948.

\*It excludes 82 unpaid workers but includes contract labour.

## 2.5. Contract Labour

The system of employing contract labour was in vogue among small units only where the percentage of units employing them was about 35. The proportion of such workers to the total number of workers employed in the small units was about 25 per cent. In the Industry, as a whole, only 5 per cent. of workers were employed on contract.

### STATEMENT 2.5

#### *Estimated Percentage of Factories Employing Contract Labour in the Artificial Manures Industry*

(31st March, 1965)

Size Group	Number of Factories	Percentage of Factories Employing Contract Labour	Total Number of Production Workers* in the Industry	Number of Production Workers Employed through Contractors
1	2	3	4	5
1. Large Factories ..	14	—	14,577	—
2. Small Factories ..	92	35.3	3,536	880 (24.9)
3. All Factories ..	106	30.6	18,113	880 (4.9)

\*Covered under the Factories Act, 1948.

NOTE -Figures within brackets in column 5 are percentages to those in column 4.

Contract labour was generally engaged on such jobs as loading and unloading of wagons, filling the manure in bags, mixing of manures and stitching, sealing and stamping the bags. The employers contended that it was economical and convenient for them to employ contract labour on irregular and intermittent jobs, although some of the jobs on which contract labour was employed in the industry, as outlined above, are by no means of an intermittent or irregular nature.

## 2.6. System of Recruitment

The most common practice in the Industry was to recruit workers directly by the managements. About 43 per cent. of the workers in the Industry had been so recruited—25 per cent. through Labour Officers, 17 per cent. at the factory gate and the remaining nominal strength either through the Departmental Heads or through existing workers.

For the recruitment of the rest of the workers i.e., about 57 per cent., some other methods had been employed. For instance, about 38 per cent. of the workers had been recruited through advertisements and about 18 per cent. through Employment Exchanges.

## 2.7. Employment Status

In the course of the Survey, information was collected regarding employment status of 'Production Workers' employed directly by the managements and covered under the Factories Act, 1948. The statistics so collected are presented in Statement 2.6. For purposes of classification of workers into

permanent, temporary, probationer, *badli*, casual, etc., generally the definition as contained in the Standing Orders framed under the Industrial Employment (Standing Orders) Act, 1946, or some of the State Acts were relied upon. However, since these Acts apply to only those establishments which employ 100 or more workers, many of the Artificial Manure factories had not framed such Standing Orders. In their cases reliance had to be placed on the version of the managements for the classification of workers. Statement 2.6 gives the percentage distribution of 'Production Workers' employed directly and covered under the Factories Act, 1948, according to their employment status.

## STATEMENT 2.6

*Estimated Percentage Distribution of 'Production and Related Workers' by Employment Status in the Artificial Manures Industry*  
(31st March, 1965)

Size Group	Total Number of Production Workers* (employed directly)	Percentage Distribution of Workers into						
		Permanent Workers	Probationers	Temporary Workers	<i>Badlis</i>	Casual Workers	Apprentices	
							Paid	Unpaid
1	2	3	4	5	6	7	8	9
1. Large Factories ..	14,577	80.4	0.2	1.8	—	14.5	2.5	0.6
2. Small Factories ..	2,656	56.4	0.7	30.2	—	12.5	0.2	—
3. All Factories	17,233	76.7	0.3	6.1	—	14.2	2.2	0.5

\*Covered under the Factories Act, 1948.

It will be seen from the Statement (2.6) that in the Industry as a whole, about 77 per cent. of the 'Production Workers' (employed directly) were permanent, about 14 per cent. casual and nearly 6 per cent. temporary. Probationers and apprentices accounted for the rest. *Badlis* were not employed in any of the units surveyed. The proportion of workers enjoying permanent status was higher in large factories as compared to small ones and the proportion of temporary workers was higher in small factories than in the large ones.

### 2.8. Length of Service

During the present Survey, a study of the distribution of workers according to their length of service was made in respect of 'Production Workers' covered under the Factories Act, 1948, and employed directly by the managements. The data are presented in Statement 2.7.



## STATEMENT 2.7

*Estimated Percentage Distribution of 'Production and Related Workers'  
Employed Directly According to Length of Service in the  
Artificial Manures Industry*

(31st March, 1965)

Size Group	Total Number of Production Workers*	Percentage Distribution of Workers having Length of Service of				
		Under 1 year	1 year and more but under 5 years	5 years and more but under 10 years	10 years and more but under 15 years	15 years and more
1	2	3	4	5	6	7
1. Large Factories ..	14,495	16.5	18.2	25.0	29.6	10.7
2. Small Factories ..	2,656	45.4	41.4	2.5	3.2	7.5
3. All Factories ..	17,151	21.0	21.8	21.5	25.5	10.2

\*Covered under the Factories Act, 1948, and employed directly excluding unpaid workers (82).

It is seen that in the Industry, as a whole, about 43 per cent. of workers had a service of less than 5 years and only about 10 per cent. had a service of 15 or more years to their credit on 31st March, 1965. The rest of the workers constituted the intermediate groups. As between the factories in the two size-groups, the proportion of workers having less than 5 years' service was much higher (nearly 87 per cent.) in small factories as compared to large ones (only 35 per cent.).

### 2.9. Absenteeism

No information in regard to the extent of absenteeism was collected from this Industry during the Survey as the Bureau was already collecting information relating to absenteeism under the Annual Survey of Industries in respect of permanent and temporary 'Production and Related Workers' and it was expected that the same could be utilized for this report also. Since the data collected during the Annual Survey of Industries, 1963, are still in the processing stage no use could be made of them in this report. However, an attempt was made to obtain a general idea about the measures taken, if any, by the management to reduce absenteeism. The Survey revealed that no special measures to reduce absenteeism had been adopted except that disciplinary action for unauthorised absence could be taken under the provisions of the Standing Orders wherever such Orders had been framed.

### 2.10. Labour Turnover

As in the case of absenteeism, only the information regarding the steps taken by the managements to reduce labour turnover was collected during the present Survey. None of the units visited in the course of the Survey had adopted any measures to reduce labour turnover.

### 2.11. Regulation of Employment of Badli and Casual Labour

The system of employment of 'Badli' workers was not in vogue in any of the units surveyed but casual workers were engaged in about 31 per cent. of the units. Of these, nearly one-third had taken some steps to regulate the employment of casual labour by providing them employment in rotation.

## 2.12. *Training and Apprenticeship*

The Survey has revealed that training and apprenticeship facilities had been provided in about 13 per cent. of the Artificial Manure factories in the country. Such facilities existed to a greater extent in large factories than in the small ones, their respective percentages being 60 and 6. The facilities were found to have been provided on an *ad hoc* basis in about 59 per cent. of the factories having such arrangements and in the rest (i.e., 41 per cent.), there were regular schemes. Only about 20 per cent. of the units guaranteed employment to apprentices after they had successfully completed their training. The training was generally imparted in such trades or occupations as welder, fitter, turner, electrician and wireman. The period of training varied from factory to factory and occupation to occupation depending upon the nature of the trade and the degree of skill required. It ranged between six months and three years.

The remuneration paid to apprentices also varied from unit to unit and within a unit from trade to trade. It ranged between Rs. 40 and Rs. 275 p.m. but was generally around Rs. 50 p.m. in the initial stages of training.

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## CHAPTER III

### WAGES AND EARNINGS

During the course of the present Survey, no attempt was made to collect data on wage rates for individual occupations as well as on wage revisions since this information had already been collected by the Bureau under the Second Occupational Wage Survey (1963—65).

#### 3.1. *Earnings*

The data on earnings and pay periods in respect of 'Production and Related Workers' were also not collected during the present Survey as the same were already available in the Bureau having been collected in connection with the Occupational Wage Survey. Since the data collected are yet being processed it has not been possible to incorporate the same in this Report. The data on earnings collected during the Survey, therefore, relate to only four categories of workers viz., 'Professional, Technical and Related Personnel', 'Administrative, Executive and Managerial Personnel', 'Clerical and Related Workers (including Supervisory)' and 'Watch and Ward and Other Services'. This information relates to the pay period preceding the specified date i.e., 31st March, 1965 and is in respect of workers covered under the Factories Act, 1948. The data so collected appear in Statement 3.1.

#### STATEMENT 3.1

*Estimated Average Daily Earnings of Workers\* by Broad Occupational Groups in the Artificial Manures Industry*

(31st March, 1965)

		(In Rupees)			
Size Group		Professional, Technical and Related Personnel	Administrative, Executive and Managerial Personnel	Clerical and Related Workers (including Supervisory)	Watch and Ward and Other Services
1		2	3	4	5
1. Large Factories ..		28.08	16.29	12.35	8.28
2. Small Factories ..		11.47	12.66	6.90	3.81
3. All Factories ..		25.52	15.04	10.58	6.78

\*Covered under the Factories Act, 1948.

It will be seen from the above Statement that the average daily earnings of workers belonging to the group 'Professional, Technical and Related Personnel' were the highest (Rs. 25.52) and those of 'Watch and Ward and Other Services' the lowest (Rs. 6.78). Workers belonging to the categories 'Administrative, Executive and Managerial Personnel' and 'Clerical and Related Workers (including Supervisory)' earned on an average Rs. 15.04 and Rs. 10.58 per day respectively. The average daily earnings of the workers belonging to all the four categories were very much higher in large factories as compared to small ones.

The pay period for all the four categories of workers was a month.

### 3.2. Dearness Allowance

It was observed that dearness allowance was being paid separately in about 49 per cent. of the factories, representing 60 per cent. of large and 47 per cent. of small ones. Of the factories paying dearness allowance as a separate component, in about 47 per cent., the rate of dearness allowance was linked to consumer price index numbers and in about 11 per cent. of the factories the workers were getting dearness allowance at a flat rate. In the remaining factories (i.e., 42 per cent.), combinations of two or more systems of payment (i.e. linking with consumer price index number, flat rates, linking it with income groups and other systems) were prevalent.

### 3.3. Other Allowances

3.3.1. *Production/Incentive Bonus*—The Survey has revealed that the system of payment of production/incentive bonus existed in only 60 per cent. of large factories constituting about 8 per cent. of the factories at the Industry level. None of the small factories surveyed had any such system. The beneficiaries i.e., ten 'Production Workers', were paid bonus on exceeding the norms fixed for various jobs.

3.3.2. *Night Shift Allowance* Night shift allowance to workers employed during the night shift was being paid in 20 per cent. of the large and 12 per cent. of the small factories surveyed, comprising nearly 13 per cent. of all the factories. The allowance was being paid to 'Production Workers' only. The rate of payment varied from Re. 0.35 to Rs. 2.50 per night shift depending upon the nature of the job.

3.3.3. *House Rent Allowance*—The system of paying house rent allowance was not in vogue in this Industry. However, one of the factories of the small size group, had paid this allowance at the rate of Rs. 15 per month to only one of its employees belonging to the group 'Clerical and Related Workers (including Supervisory)' up to April, 1965.

3.3.4. *Transport or Conveyance Allowance*—The Survey results show that transport or conveyance allowance was being paid in only 8 per cent. of the factories in the Industry. This allowance was paid only to 'Professional, Technical and Related Personnel' and 'Administrative, Executive and Managerial Personnel' (getting Rs. 400 and above per month). The rate of payment varied from Rs. 50 to Rs. 150 per month for car holders and from Rs. 25 to Rs. 100 per month for scooter/motor cycle holders.

3.3.5. *Other Cash Allowances*—Other allowances such as first-aid box allowance, washing allowance and shoes allowance were being paid to a few employees only in some of the factories. Such allowances were paid only to 'Production Workers' and 'Watch and Ward Staff' in some of the units surveyed.

### 3.4 Bonuses

3.4.1. *Annual Bonus*—The system of paying year-end bonus was found to be in vogue in all the large and 53 per cent. of small factories surveyed. On the whole about 59 per cent. of the factories in the Industry were paying annual bonus. Of the factories having annual bonus schemes, nearly 56 per cent. had them on a regular basis and the rest on an *ad hoc* basis. In about 78 per cent. of the factories, such bonus was paid at the discretion

of the managements and in the remaining 22 per cent. of the factories, voluntary agreements formed the basis of payment. In most of the units (i.e. 74 per cent.), all categories of workers were entitled to receive the annual bonus, while in some others, the payment was restricted to certain specific categories of employees only. The conditions for the entitlement to bonus payment varied from unit to unit. In some of the units, completion of a period of service varying from one to 12 months during the bonus year was insisted upon, whereas in some others, no conditions were attached. Similarly, the rate of payment varied from unit to unit and sometimes within the units itself for different categories of workers. In the year immediately preceding the Survey, bonus payment ranged between 15 days' and six months' basic wages.

3.4.2. *Festival Bonus*—The system of paying festival bonus was found in existence in nearly 10 per cent. of the factories in the Industry. Of the factories having festival bonus schemes, 50 per cent. had them on a regular basis and the rest on an *ad hoc* basis. Generally, the bonus was being paid to all categories of workers employed directly, though, in a few units, the payment was restricted to some specific categories of workers such as clerical and supervisory staff, etc. Usually only those employees who had completed some specified period of service (generally one year) were entitled to receive this bonus. The rate of payment varied from one month to two months' basic wages in most of the units. The bonus was being paid invariably in cash.

3.4.3. *Profit-sharing Bonus*—No scheme for the payment of profit-sharing bonus was found to be in force in any of the units surveyed.

### 3.5. *Fines and Deductions*

The Survey results show that only 5 per cent. of the units were imposing fines on workers. The practice of imposing fines was not in vogue in any of the large factories surveyed. The amount of fines imposed was within the limits prescribed by the Payment of Wages Act, 1936. Register of fines was being maintained in all the factories where the practice of imposing fines existed. Deductions from wages wherever made were in conformity with the Payment of Wages Act.

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## CHAPTER IV

### WORKING CONDITIONS

#### 4.1. Shifts

Information collected during the Survey shows that about 59 per cent. of the factories were working one shift, about 10 per cent. two shifts and the rest (about 31 per cent.) worked three shifts. Details are given in Statement 4.1.

#### STATEMENT 4.1

*Estimated Percentage of Artificial Manure Factories According to Number of Shifts (1965-66)*

Size Group	Number of Factories	Percentage of Factories having			Percentage of Factories having Night Shift
		One shift	Two shifts	Three shifts	
1	2	3	4	5	6
1. Large Factories ..	14	20.0	—	80.0	80.0
2. Small Factories ..	92	64.7	11.8	23.5	25.3
3. All Factories ..	106	58.8	10.2	31.0	41.2

It would be seen from the Statement (4.1) that an overwhelming majority of large factories (about 80 per cent.) were working three shifts daily whereas in the case of small factories single shift working was found to be more predominant as nearly 65 per cent. of such factories were working on a single shift basis.

About 41 per cent. of the factories in the country worked night shifts\*. The proportion of factories working night shifts was much higher in large factories as compared to small ones. Of the factories working night shifts, in about 88 per cent. a weekly system of change-over of workers from night shift to day shift and vice-versa existed. The system of providing certain amenities to workers in night hours existed in only 31 per cent. of the factories working night shifts. The amenities like free tea, etc. or night-shift allowance were being provided to the workers working during night hours.

#### 4.2. Hours of Work

Since the passing of the Factories Act, 1948, the hours of work for adult workers have been fixed at a maximum of 48 per week and 9 per day. The Chief Inspectors of Factories have been empowered to grant exemption from the above limit of daily hours of work in order to facilitate the change-over in any factory. The findings of the present Survey reveal that in none of the sampled factories the hours of work exceeded 9 per day and 48 per week. Details appear in Statement 4.2.

\*For the purposes of the Survey, a night shift was treated as the one whose majority of working hours fell between 10 P.M. and 6. A.M.

## STATEMENT 4.2

*Daily Hours of Work in the Artificial Manures Industry (1965-66)*

Size Group	Number of Factories	Estimated Percentage of Factories where Daily Hours of Work for Majority of Adult Workers were		
		More than 7 and up to 7½	More than 7½ and up to 8	More than 8½ and up to 9
1	2	3	4	5
1. Large Factories ..	14	20.0	60.0	20.0
2. Small Factories ..	92	11.8	88.2	—
3. All Factories ..	106	12.9	84.5	2.6

It will be seen from the Statement 4.2 that an overwhelming majority of the factories (about 81 per cent.) worked for more than 7½ hours and up to 8 hours a day. The estimated percentage of factories where daily hours of work were more than 7 and up to 7½ was about 13. In the remaining factories (i.e., about 3 per cent.), the daily hours of work were more than 8½ and up to 9.

As regards the practice in respect of spread-over and rest-intervals in the Artificial Manure factories, the data collected appear in the following Statement.

## STATEMENT 4.3

*Estimated Percentage Distribution of Artificial Manure Factories According to Duration of Spread-over and Rest-interval, etc. (1965-66)*

Size Group	Number of Fac- tories	Percentage of Factories where								
		Spread-over for Adult Workers was				Rest-interval for Adult Workers was				
		More than 7½ hours and up to 8½ hours	More than 8½ and up to 9½ hours	More than 9½ hours	½ hour and less	More than ¾ hour and up to 1 hour	More than 1 hour and up to 1½ hours	More than 1½ and up to 2 hours	More than 2 hours	No Rest interval
		3	4	5	6	7	8	9	10	11
1. Large Factories ..	14	60.0	—	40.0	20.0	20.0	—	—	20.0	40.0
2. Small Factories ..	92	23.5	58.9	17.6	17.7	58.8	5.9	17.6	—	—
3. All Factories ..	106	28.3	51.1	20.6	18.0	53.7	5.1	15.3	2.6	5.3

It is evident from the Statement (4.3) that 28 per cent. of the factories had a spread-over of more than  $7\frac{1}{2}$  and up to  $8\frac{1}{2}$  hours, 51 per cent. more than  $8\frac{1}{2}$  and up to  $9\frac{1}{2}$  hours and 21 per cent. more than  $9\frac{1}{2}$  and up to  $10\frac{1}{2}$  hours. Rest interval was allowed in all but 5 per cent. of the factories which were all large ones. The duration of rest interval was more than  $\frac{3}{4}$  hour and up to one hour in about 54 per cent. of the factories in the Industry as a whole, less than half an hour in about 18 per cent. more than one hour and up to 2 hours in about 20 per cent., whereas in the remaining about 3 per cent. of the factories, it was more than 2 hours. In those units where there was no specified rest interval (about 5 per cent. at the All-India level), it was stated that workers could take rest whenever they found time.

#### 4.3. *Dust and Fumes*

The Survey results show that there were a few processes giving off considerable dust in Artificial Manure factories. In fact, most of the factories surveyed (69 per cent.) had reported the existence of such dusty processes as crushing of bone, lime, groundnut cakes, coal, phosphate, screening of super phosphate, etc. About 78 per cent. of such factories had adopted some precautionary measures to safeguard workers against dust hazard which were usually in the form of either isolation of the dusty processes or provision of local and/or general exhaust systems. In about 10 per cent. of such factories the precautionary measure taken was in the form of suppression of dust by water. Dust masks had also been provided to workers in about 38 per cent. of such factories. In some other units, the workers were seen with their mouths covered with a piece of cloth while working.

Processes giving off fumes, vapours or gases such as manufacturing of ammonia, nitric acid and sulphuric acid and oil gasification were being carried on in about 18 per cent. of the factories. All such factories had taken certain precautionary measures such as installation of local exhausts or general exhausts or isolation of these processes from others. The managements of about 43 per cent. of the factories supplied protective equipment such as gas masks and goggles to their employees.

As regards house-keeping in the departments where processes giving off dust, fumes, vapours or gases were being carried on, it was average in about 52 per cent. of the factories, good in about 37 per cent., but unsatisfactory in the rest.

#### 4.4. *Seating Arrangements*

Under the Factories Act, 1948, it is obligatory on the part of the managements to provide suitable facility for sitting to all such workers as are obliged to work in a standing position so that they may take advantage of any opportunity for rest which may occur in the course of their work. It was observed during the Survey that about 46 per cent. of the Artificial Manure factories had made arrangements for sitting. Of those not providing such facilities, some maintained that the provision of seats would hamper the progress of work and impair the efficiency of workers. A few others advanced the plea that workers could use empty boxes/tins/wooden boxes/gunny bags under the shady trees outside the work places. Justification given by others for not providing seats was based on the nature of work performed, lack of space, etc.

#### 4.5. *Conserancy*

The Factories Act, 1948, has made it obligatory for every factory to maintain an adequate number of latrines and urinals for the use of its



workers. The standards for such arrangements have also been specified in the Act.

In the Industry, as a whole, about 95 per cent. of the Artificial Manure factories had provided latrines. The defaulters in this matter were only small factories. Of the factories providing latrine, in about 43 per cent. the latrines provided were of water-borne sewer type, in about 27 per cent., of dry-type pan, in about 25 per cent., of water-borne septic tank type and in the rest, of dry-type bore hole. In about 95 per cent. of the factories providing latrines, these were permanent structures with plastered walls. It was further observed that in nearly 92 per cent. of the factories the latrines were properly screened to afford privacy. All the latrines provided were having impervious floors. Water taps in or near the latrines had been provided in only about 68 per cent. of the factories. Separate latrines for women workers existed in all the factories having such workers.

The compliance with the law in regard to urinals was found to be unsatisfactory as only about 44 per cent. of the Artificial Manure factories had made such arrangements. However, in all such cases, the urinals had been properly screened. The main reason advanced by the managements for not providing urinals was that, since the workers were using latrines for both the purposes, it was not considered necessary to make separate arrangements. The construction of the urinals was of a permanent type in about 88 per cent. and temporary in about 12 per cent. of the factories where the facility was provided. In all the factories providing urinals, the floors were invariably impervious with plastered walls.

The number of latrines and urinals, wherever provided, was generally adequate in most of the units surveyed.

#### 4.6. *Leave and Holidays with Pay*

Annual leave (i.e., earned leave) with pay is the only leave facility which is required to be granted by the employers to their employes as a statutory obligation under the Factories Act, 1948. Some of the State Governments have also passed laws for the grant of paid national and festival holidays to persons employed in industrial establishments. All other types of leave facilities have come into vogue either as a result of mutual agreements between the employees and the employers or as a consequence of adjudication awards. Statement 4.4 shows the different types of leave and holidays that the workers in the Artificial Manure factories were enjoying at the time of the Survey.

#### STATEMENT 4.4

*Estimated Percentage of Artificial Manure Factories Granting Various Types of Leave and Holidays with Pay (1965-66)*

Size Group	Total Number of Factories	Percentage of Factories Granting			
		Earned Leave	Casual Leave	Sick Leave	National and Festival Holidays
1	2	3	4	5	6
1. Large Factories	.. 14	80.0	80.0	100.0	80.0
2. Small Factories	.. 92	88.2	41.2	47.1	100.0
3. All Factories	.. 106	87.2	46.3	54.1	97.4

4.6.1. *Earned Leave*—It is estimated that nearly 87 per cent. of the factories in the country were granting earned leave to their employees at the time of the Survey. As regards the period of leave, qualifying conditions and the rate of payment, the managements generally followed the provisions of the Factories Act, 1948.

In order to assess the extent of benefit actually enjoyed by the workers, statistics were collected during the present Survey in regard to the number of workers who availed of leave during 1964. The findings appear in Statement 4.5.

#### STATEMENT 4.5

*Estimated Number of Workers Granted Earned Leave with Pay in the Artificial Manures Industry (During 1964)*

Size Group	Estimated Average Daily Number of Workers Employ- ed	Number of Workers who Enjoyed Leave	Percent- age of Workers who Enjoyed Leave to the Total Employed	Percentage of Workers who Enjoyed Leave						
				Up to 5 days	Over 5 and up to 10 days	Over 10 and up to 15 days	Over 15 and up to 20 days	Over 20 and up to 25 days	Over 25 and up to 30 days	Over 30 days
1	2	3	4	5	6	7	8	9	10	11
1. Large Factories	13,745	10,762	78.3	6.9	9.8	15.3	14.1	13.8	13.2	26.9
2. Small Factories	4,161	1,780	42.8	21.6	25.7	39.9	5.9	4.1	2.0	0.8
3. All Factories ..	17,906	12,542	70.0	8.9	12.1	18.8	12.9	12.5	11.6	23.2

Statement 4.5 shows that 70 per cent. of the workers in the Industry availed earned leave with pay during 1964. The proportion of workers who enjoyed leave was higher (about 78 per cent.) in large factories as compared to small factories (about 43 per cent.). Of the persons who availed of leave, the largest proportion (23 per cent.) was of those who took over 30 days leave, persons taking more than 10 and up to 15 days leave being next in order (19 per cent.).

4.6.2. *Casual Leave*—Besides earned leave with pay, workers in about 46 per cent. of the factories in the country (Statement 4.4) were enjoying the benefit of casual leave with pay. The proportion of factories allowing casual leave to their workers was much higher in the large size group as compared to those in the small size group. In nearly three-fifths of the units granting casual leave, the facility was unconditional while in the rest, it was admissible only on completion of some specified period of service (3 months' service, on completion of probation etc.).

In about 67 per cent. of the units granting casual leave, it was allowed only up to 10 days in a year, in about 22 per cent., the period of casual leave allowed varied from 11 to 15 days whereas in the rest, the period of leave was not fixed. Full consolidated wages or basic pay and dearness allowance, were payable to the workers for the period of casual leave in all such factories.

4.6.3. *Sick Leave*—During the course of the Survey, information regarding sick leave was collected from those units only where the sick leave facility was being granted by the managements irrespective of the fact whether they were covered under the Employees State Insurance Scheme or not. The Survey results show that all large and about 47 per cent. of small factories, constituting nearly 54 per cent. of all the Artificial Manure factories in the country, were allowing the benefit of sick leave to their workers. In about 48 per cent. of the units giving sick leave, the period was restricted to 10 days in a year. It was over 10 and up to 15 days in about 33 per cent. of the factories and over 15 days in about 5 per cent. of the factories. In the remaining 14 per cent. of the units allowing sick leave to their employees, its duration was not fixed.

In the case of a majority of the units granting sick leave (about 85 per cent.), normal basic wages plus dearness allowance or consolidated wages formed the rate of payment during the period of such leave. In about 10 per cent. of the units, payment during sick leave was made at half the normal rates of wages or consolidated wages. Sick leave was generally granted on the production of medical certificate.

4.6.4. *National and Festival Holidays*—The system of granting national and/or festival holidays with pay was found to be wide-spread throughout the industry. It is estimated that nearly 97 per cent. of the Artificial Manure factories had the system of granting such leave. However, there was no uniformity in regard to the number of days allowed. The general practice was to grant up to 10 holidays in a year. Of the factories granting such holidays, 21 per cent. allowed up to 5 days, 55 per cent. allowed more than 5 and up to 10 days and the remaining 24 per cent. allowed more than 10 and up to 15 days.

Generally, all categories of workers were allowed these holidays. However, in a few units, contract labour and temporary production workers were excluded from the scope of the benefit. No conditions were insisted upon for claiming pay for such holidays in about three-fourths of the units. The rest of the units (i.e., about one-fourth) imposed such conditions as attendance on the preceding and or succeeding working days, permanency and minimum one year's service.

#### 4.7. *Weekly Offs*

All the factories in the Industry were found to be complying with the provision of the Factories Act, 1948, in regard to the grant of a weekly day of rest to their employees. However, payment for such weekly-offs was being made in only about 87 per cent. of the units. In most of these units, usually all workers were entitled to receive the payment except in a few cases where the payment was restricted to monthly-rated employees only.

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## CHAPTER V

### WELFARE AND AMENITIES

The human approach to the problems of industrial labour has been increasingly in evidence in all countries, including India, for the last few decades. Various Committees and Commissions appointed from time to time for enquiring into the working conditions of industrial labour in India have never failed to pinpoint the urgency and utility of ameliorative measures for promoting the welfare of the workers. Government legislation has been quick in response and the various enactments passed have gone a long way in improving the lot of the working class. Besides facilities provided in compliance to the law, there are many items of welfare which some of the employers have voluntarily undertaken for the benefit of their employees.

During the present Survey, an attempt was made to assess the extent to which the Artificial Manure factories in India had actually provided welfare facilities to their workers. Information collected in respect of various welfare activities (both obligatory and non-obligatory) is presented in the following paragraphs.

#### 5.1. Drinking Water Facilities

Suitable arrangements for the supply of drinking water were found to be existing in all the units surveyed. There was, however, a considerable diversity in the type of the arrangement made as will be evident from Statement 5.1.

#### STATEMENT 5.1

##### *Drinking Water Facilities in the Artificial Manures Industry (1965-66)*

Size Group	Total Number of Factories	Estimated Percentage of Factories where Drinking Water Facility Existed	Estimated Percentage of Factories where water was supplied through				Estimated Percentage of Factories having arrangements for Cooled water during Summer
			Taps only	Earthen Pitchers only	Buckets or Drums only	Combination of two or more viz. Earthen Pitchers, Tube Wells, Taps, etc.	
1	2	3	4	5	6	7	8
1. Large Factories ..	14	100.0	40.0	—	—	60.0	100.0
2. Small Factories ..	92	100.0	17.7	17.6	23.5	41.2	100.0
3. All Factories ..	106	100.0	20.6	15.3	20.4	43.7	100.0

It is estimated that in the Industry, as a whole, about 21 per cent. of the factories had only taps, about 20 per cent. only buckets or drums, about 15 per cent. only earthen pitchers and the rest had a combination of two or more arrangements. Earthen pitchers and buckets were found mostly in small factories whereas taps had been installed in both large and small factories. Wherever earthen pitchers were provided, they were found to be clean.

Keeping in view the hygienic considerations, the Factories Act, 1948 prohibits the location of any drinking water point within 20 feet of latrines and urinals. It was noticed during the course of the Survey that in about 10 per cent. of the factories the drinking water point was situated within the prohibited distance and all of them were small units.

The Factories Act, 1948, provides that every factory employing more than 250 workers should supply drinking water cooled by ice or other effective method during certain specified period of the year. The Survey has revealed that all large and small units in the industry were found to be supplying cooled drinking water to their employees during the summer season though only large factories were under such a statutory obligation.

### 5.2. *Washing Facilities*

Section 42 of the Factories Act, 1948, lays down that adequate and suitable facilities for washing should be provided and maintained for the use of workers in every factory. It was observed during the Survey that all the large and 94 per cent. of small factories, constituting about 95 per cent. of all the Artificial Manure factories had provided washing facilities. Of the factories having such arrangements about 32 per cent. had taps on stand pipes, nearly 19 per cent. wash basins with taps, nearly 11 per cent. each had troughs with taps and water stored in receptacles, nearly 6 per cent. wash basins with taps as well as taps on stand pipes and the rest (i.e., 21 per cent.) had made general type of arrangements like tube wells, wells, etc. Of the units having washing arrangements, about 68 per cent. supplied some cleansing material like soap, nail brushes, etc. Separate washing arrangements for women existed in only about 48 per cent. of the factories employing women and providing washing facilities. Of the units providing separate washing facilities for women, proper screening arrangements had been made in about 89 per cent.

### 5.3. *Bathing Facilities*

The Factories Act, 1948, does not contain any specific provision relating to bathing facilities but it authorises the State Governments to make Rules requiring certain types of factories to provide such facilities for certain categories of employees. Survey results show that about 57 per cent. of the factories comprising 80 per cent. of large and nearly 53 per cent. of small ones had provided bath rooms. Separate bath rooms for men and women were provided in 75 per cent. of large factories and 33 per cent. of small ones. About 65 per cent. of the factories providing bathing facilities employed women also. Of these, separate arrangements existed in nearly four fifths of the factories in the Industry i.e., all the large and three-fourths of small. Bathing places, wherever provided, in large as well as small units, were generally kept clean.

#### 5.4. *Canteens*

Section 46 of the Factories Act, 1948 lays down that "the State Governments may make Rules requiring that in any specified factory, wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of workers." The results of the present Survey reveal that all large and none of the small factories, working out to about 13 per cent. of all Artificial Manure factories in the country, were under a statutory obligation to provide canteens for the use of their workers and all of them had done so. In addition, about 18 per cent. of the small factories which were not statutorily obliged to provide canteens, had provision of canteens and thus the estimated percentage of the factories in the Industry providing canteens works out to about 29 per cent. In about 27 per cent. of the factories having canteens only tea, coffee and snacks were sold to the workers while in the rest arrangements existed for the sale of meals as well. All such factories where canteens existed were found to have made adequate arrangements for the supply of drinking water in the canteens.

In all small factories having canteens, they were being run by the contractors. About 80 per cent. of the canteens in large factories were being run by managements and the rest by contractors. Canteen Managing Committees were functioning in about 36 per cent. of the factories having canteens. The prices of items sold in these canteens were fixed by the Managing Committees. In the rest, the prices were fixed either by the contractors or in consultation with the managements or Works Committees. Nearly 73 per cent. of the units having canteens were paying subsidies to the canteens. In about 63 per cent. of the factories giving subsidy the same was meant to meet losses incurred in running canteens and in the remaining 37 per cent. the subsidy was being given to supply articles at cheap rates.

It was also found during the course of the Survey that in nearly half of the factories having canteens price lists of various items sold, duly approved by the managing committees, were displayed in the canteen halls.

Of the total estimated number of workers (i.e., 18,464) employed in Artificial Manure factories having canteens, 12,011 workers (or about 65 per cent.) were estimated to be visiting canteens daily. It was also observed that canteens in all the units were satisfactorily located, their surroundings were clean and they were at some distance away from the work place. In nearly four-fifths of the factories having canteens the hygienic conditions of the canteens were found to be satisfactory while the remaining canteens left much to be desired.

#### 5.5. *Creches*

The Factories Act, 1948, requires all factories employing more than 50 women workers to maintain a creche of a prescribed standard.

On the basis of the Survey, it has been estimated that nearly 44 per cent. of the Artificial Manure factories in the country were employing women labour (covered under the Factories Act, 1948). However, since the law requires only those factories which employ more than 50 women workers to maintain a creche, it was found that only about 24 per cent. of the factories employing women were under an obligation to provide this facility and nearly one-fourth of them had done so. In all such units, clothes, soaps, towels, milk and refreshments were being made available.

Some creche staff was also found to have been appointed in each of these factories. On the whole, it was observed that creches in all the factories having them were maintained in a satisfactory condition and they were usually found properly lighted, ventilated and furnished.

### 5.6. *Lockers*

Locker facilities for keeping clothes of the workers were found to be existing in nearly 23 per cent. of the factories. The proportion of such factories was higher among large factories (about 60 per cent.) than among the small ones (about 18 per cent.).

### 5.7. *Rest Shelters*

The Factories Act, 1948, lays down that in every factory wherein more than 150 workers are ordinarily employed, adequate and suitable shelters or rest rooms should be provided and maintained for the use of workers. In the Artificial Manures Industry, only about 23 per cent. of the factories were obliged to provide rest shelters. Of these, about 67 per cent. factories had actually provided rest shelters and the rest of them had canteens of prescribed standard and hence, it was not necessary for them to maintain a separate rest shelter. For the Industry as a whole, it is estimated that about 16 per cent. of the factories had provided rest shelters for the use of their workers.

Rest shelters wherever provided were found to have afforded adequate protection against bad weather and provision for drinking water and suitable furniture had also been made therein in most of the units. Generally the rest shelters were sufficiently lighted, ventilated and maintained in a tidy condition.

### 5.8. *Recreation Facilities*

The Survey has revealed that nearly four-fifths of large and 6 per cent. of small factories had provided recreation facilities to their employees. At the all-industry level, this percentage was estimated to be approximately 16 per cent. All such factories had made arrangements for in-door and out-door games besides which some cultural activities such as dramas, film shows, religious and social functions were also being organised in some of the factories. Radio sets had also been provided in about 17 per cent. of the factories providing recreation facilities.

In about two-thirds of the factories, recreation facilities were financed solely by the managements who made either regular or *ad hoc* contributions to meet the expenses. Contributions were also being made by the workers for the purpose in about 17 per cent. of the factories. In the rest of the factories (i.e., about 17 per cent.) where such facilities existed, the cost of the above activities was being met from the welfare fund as well as *ad hoc* contributions from the managements. It is note-worthy that in all the small factories providing recreation facilities, the same were being financed entirely by the managements.

### 5.9. *Educational Facilities*

Information collected shows that at the time of the Survey approximately three-fifths of the large factories were providing educational facilities to the children of their employees. None of the small units surveyed had any such facility. About 33 per cent. of the units providing educational facilities were running primary schools only, about 34 per cent.

provided schools up to high school standard and the remaining 33 per cent. had such facilities up to intermediate standard. In all these schools, fee was being charged from the students. Adult education centres were not being run in any of the factories surveyed.

#### 5.10. Medical Facilities

It is estimated that only about 23 per cent. of the Artificial Manure factories in the country, consisting of all large and 12 per cent. of the small units, had dispensaries/hospitals attached to them. Of these, nearly 77 per cent. had appointed part-time doctors for the purpose. The remaining units (nearly 23 per cent.) were found to have full-time as well as part-time doctors. It was observed that most of the part-time doctors were on duty for only between 6 and 12 hours a week. Other staff appointed in these hospitals/dispensaries generally included compounders, dressers, mid-wives, nursing orderlies, etc.

In addition to the above-mentioned units, about 5 per cent. of the factories in the industry were found to be having contracts with individual doctors for the treatment of their employees and all these units had made *ad hoc* arrangements for the purpose.

Generally, the doctors visited workers' houses and took care of their health and the sanitary conditions within the factory areas. Certifying medical fitness of workers at the time of recruitment, periodic medical check-up were some of the other duties of these doctors.

It was observed that 35 per cent. of the small factories were employing contract labour and in 17 per cent. of these units, the medical facilities available to them were the same as to the labour engaged directly.

5.10.1. *Ambulance Rooms*—Under the Factories Act, 1948, every factory employing more than 500 workers is required to provide and maintain an ambulance room. The Rules framed by the State Governments prescribe the requirements of such rooms. The Survey shows that nearly 40 per cent. of large factories (constituting about 5 per cent. of all the factories in the industry), were under a statutory obligation to provide ambulance rooms and all of them had done so. In about half of the factories providing ambulance rooms, the same were under the charge of whole-time doctors and, in the rest, other staff such as nurses, compounders etc., had been engaged for the purpose.

5.10.2. *First-aid Boxes*—The Factories Act, 1948, lays down that every factory shall maintain first-aid boxes at the rate of one for every 150 workers ordinarily employed. Standards have also been prescribed regarding the items to be provided in the first-aid boxes. The law further requires that such boxes should be readily accessible to workers during all the working hours.

The Survey has revealed that nearly 87 per cent. of Artificial Manure factories in the country, comprising about 80 per cent. of large and 88 per cent. of small ones, had provided first-aid boxes for the use of their workers. Though it is mandatory that each box should be kept under the charge of a trained first-aider, it was found that in only about 44 per cent. of the units having first-aid boxes, there were trained first-aiders. In 80 per cent. of the cases, the training received by the first-aiders was under the St. John's Ambulance.

In 68 per cent. of the factories maintaining first-aid boxes, the contents of these boxes were found to be complete. In the remaining factories, some deficiencies in the first-aid equipment were noticed. It was



also seen that in all the factories, where first-aid boxes were kept, they were easily accessible to the workers during the working hours.

### 5.11. Transport Facilities

The results of the present Survey show that nearly 8 per cent. of the factories, consisting of 20 per cent. of large and 6 per cent. of small factories surveyed were providing free transport facility to their employees. One of the units surveyed was giving transport allowance to certain employees in lieu of transport facility.

### 5.12. Other Amenities

The Survey has revealed that only about 8 per cent. of the Artificial Manure factories, comprising 20 per cent. of large and 6 per cent. of small units, were running grain shops for the benefit of their employees. The foodgrains in these factories were sold at the market rates. It is estimated that about 60 per cent. of the large factories had co-operative stores. In the small units, however, no such stores existed. Approximately 33 per cent. of the large factories were reported to be giving financial aid to the co-operatives. Nearly 69 per cent. of the Artificial Manure factories had provided protective clothings to their workers.

### 5.13. Housing Facilities

Estimates show that approximately 28 per cent. of the Artificial Manure factories, comprising all large and about 18 per cent. of small units, were providing housing accommodation to their workers. Details about the types of accommodation provided are presented in Statement 5.2.

#### STATEMENT 5.2

#### *Estimated Percentage of Factories in the Artificial Manures Industry Providing House, etc. (1965-66)*

Size Group	Number of Factories	Percentage of Factories Providing Houses	Percentage of Houses Consisting of				
			One Room	Two Rooms	Three Rooms	Four Rooms	More than Four Rooms
1	2	3	4	5	6	7	8
1. Large Factories ..	14	100.0	44.0	38.1	14.7	3.1	0.1
2. Small Factories ..	92	17.7	37.1	7.2	44.3	11.4	—
3. All Factories	106	28.5	43.9	37.6	15.2	3.2	0.1

It would be seen from the Statement (5.2) that, of the total houses provided about 44 per cent. were one-room tenements, nearly 38 per cent. two-roomed, about 15 per cent. three-roomed and the rest (i.e., about 3 per cent.) consisted of four or more rooms.

In about 63 per cent. of the units providing houses all the employees were given rent-free quarters and in the remaining 37 per cent. of the units, rent was being charged from all the allottees.

In most of the units providing houses, one-room accommodation was made available to 'Production Workers' and 'Watch and Ward' staff. Housing accommodation provided to Supervisory, Clerical and/or Administrative staff generally comprised two rooms or more. Almost all the houses were *pucca* built.

It has been estimated on the basis of the Survey that of the total of 21,434 workers covered under the Factories Act, 1948, employed in the Artificial Manures Industry in March, 1965, only 6,211 had been provided houses by the employers. The percentage of such workers was nearly 35 for the large factories and 4 for the small ones. For the Industry, as a whole, the corresponding percentage was 29.

## STATEMENT 5.3

*Estimated Percentage of Workers Allotted Houses in the Artificial Manures Industry (1965-66)*

Size Group					Number of Factories	Number of Workers Employed* as on 31-3-65	Percentage of Workers Allotted Houses
1					2	3	4
1. Large Factories	..	..	..	..	14	17,095	35.2
2. Small Factories	..	..	..	..	92	4,339	4.1
3. All Factories	..	..	..	..	106	21,434	29.0

\*Covered under the Factories Act, 1948.

## CHAPTER VI

### SOCIAL SECURITY

Before Independence, industrial workers in India enjoyed only a limited measure of social security. It was mainly through the Workmen's Compensation Act passed by the Central Government and the Maternity Benefit Acts enacted by the State Governments. Since Independence, there has been considerable enlargement of the scope and content of social security benefits, mainly as a result of enactment of the Employees' State Insurance Act, 1948 and the Employees' Provident Funds Act, 1952, as also to a certain extent as a consequence of adjudication awards, etc. The following paragraphs describe briefly the position in this regard in the Artificial Manure factories as revealed by the Survey.

#### 6.1. *Provident Fund Schemes*

The results of the Survey show that provident fund schemes were in existence in about 74 per cent. of Artificial Manure factories in the country. These comprised all large and about 71 per cent. of small factories surveyed in the country. Of these, in nearly 93 per cent. of the factories, the provident funds had been set up under the Employees' Provident Funds Scheme framed by the Government of India in 1952 and consequently, the rate of contribution, conditions of eligibility, etc., were the same as laid down in the Scheme. In the rest of the units, some other provident fund schemes were in existence. The rate of contribution by employees was generally 6½ per cent. of their basic wages and dearness allowance and an equal sum was being contributed by employers.

An estimated number of 15.2 thousand workers in the Industry, i.e., about 71 per cent. of the total number employed were members of provident fund schemes on March 31, 1965. Details about the percentage of factories having provident fund schemes, etc., are given in Statement 6.1.

#### STATEMENT 6.1

*Estimated Percentage of Artificial Manure Factories having Provident Fund Schemes, etc. (31st March, 1965)*

Size Group	Number of Factories	Percentage of Factories having Provident Fund Schemes	Percentage (of col. 3) of Factories having		Total Number of Workers* Employed as on 31-3-65	Percentage of Workers who were Members of the Provident Fund Schemes (of col. 6)
			Employees' Provident Fund Schemes	Other Schemes		
1	2	3	4	5	6	7
1. Large Factories ..	14	100.0	100.0	—	17,095	77.1
2. Small Factories ..	92	70.6	91.7	8.3	4,339	46.7
3. All Factories ..	106	74.5	93.1	6.9	21,434	70.9

\*Covered under the Factories Act, 1948.

## 6.2. *Pension Schemes*

With the exception of only one small factory no other factory surveyed was found to be having any pension scheme for its employees. In this factory all workers who had put in a minimum of 30 years' service were entitled to a pension. The Scheme was regular and the rate of payment was the average basic pay during the last 5 years.

## 6.3. *Gratuity Schemes*

In the Artificial Manures Industry, the system of paying gratuity was prevalent only to a limited extent, the all-India percentage of factories paying gratuity to their employees being only about 36. The proportion of large factories paying gratuity was found to be higher (about 80 per cent.) than that of small ones (about 29 per cent.).

Gratuity was payable to workers on retirement, voluntary resignation or termination of service by employers on grounds other than misconduct and to their dependants in the case of death of workers. In most of the units paying gratuity (i.e., about 86 per cent.), there were regular schemes and in a little more than four-fifths of such factories, all workers were entitled to gratuity benefits. The rate of payment generally varied from 15 days' to one month's wages for each completed year of service. The period of qualifying service was found to vary from unit to unit but it generally ranged between 10 and 15 years.

On the basis of the data collected during the present Survey, it has been estimated that 68 persons in the Artificial Manures Industry received gratuity during the calendar year, 1964.

## 6.4. *Maternity Benefits*

Legislation providing for payment of maternity benefits in cash for certain periods before and after confinement, granting of leave and certain other facilities, etc., to women employed in factories, exists in almost all States under the various Maternity Benefit Acts passed by the State Governments. However, where the Employees' State Insurance Scheme has been put into force, the employers' are absolved of their liability under the concerned Maternity Benefit Act. Data collected during the Survey indicate that in 47 per cent. of the factories, 52 claims for maternity benefits were made and accepted for payment by the employers, during 1964.

## 6.5. *Industrial Accidents*

The Workmen's Compensation Act, 1923, as amended from time to time, and the Employees' State Insurance Act, 1948, provide for payment of compensation to workers who are injured on account of accidents arising out of and in the course of employment. Provisions of the Workmen's Compensation Act, 1923, were applicable, at the time of Survey, to all factories excepting those covered under the Employees' State Insurance Scheme.

Information was collected during the Survey in respect of the number and nature of accidents that occurred in the sampled units. On the basis of this information, it is estimated that 1,036 workers were involved in accidents during 1964 which works out to an overall accident rate of 58 per thousand. The details of accidents per thousand workers, based on the estimate of average number employed during the year 1964, by nature of accidents are given in Statement 6.2.

## STATEMENT 6.2

*Estimated Proportion of Workers Involved in Accidents by Nature of  
Accidents in the Artificial Manures Industry*  
(1964)

Size Group		Percentage of Factories where Accidents were Reported	Estimated Average Daily Number of Workers Employed (1964)	Number of Workers Involved in Accidents per 1,000 Workers Employed Resulting in			Total
				Death	Permanent Disability	Temporary Disability	
1. Large Factories	..	100.0	13,745	0.5	0.2	68.2	68.9
2. Small Factories	..	35.3	4,161	—	1.0	20.4	21.4
3. All Factories	..	43.8	17,906	0.4	0.4	57.1	57.9

It will be seen from the above Statement that, during the year 1964, accidents took place in nearly 44 per cent. of the Artificial Manure factories. It is significant to note that whereas accidents were reported from all the large factories surveyed, they were reported from only 35 per cent. of the small factories. The number of workers involved in fatal accidents was, however, negligible. Those involved in accidents resulting in permanent disability also formed an insignificant proportion. By far the largest number of workers involved, i.e., about 57 per thousand employed, was in minor accidents causing temporary disability.

#### 6.6. Occupational Diseases

During the Survey, only one large factory reported some cases of occupational diseases. However, no case of occupational disease in respect of which compensation was payable was reported during the calendar year 1964.

## CHAPTER VII

### INDUSTRIAL RELATIONS

During the Survey, information was collected in respect of some important aspects of industrial relations in the Artificial Manures Industry and the findings are discussed in the following paragraphs.

#### 7.1. *Industrial Disputes*

Data pertaining to industrial disputes in the Artificial Manures Industry were not collected during the course of the Survey since the same were already being received in the Labour Bureau. Such information in respect of the number of disputes in the Artificial Manures Industry and consequent loss of man-days since 1959 is given below:—

#### STATEMENT 7.1

*Number of Disputes Resulting in Work Stoppages, Workers Involved and Man-days Lost in the Artificial Manures (Fertilizers) Industry\**

Year				Number of Disputes†	Number of Workers Involved	Number of Mandays Lost (000's)
1				2	3	4
1959	..	..	..	3	59	—
1960	..	..	..	1	75	‡
1961	..	..	..	—	—	—
1962	..	..	..	1	103	‡
1963	..	..	..	—	—	—
1964	..	..	..	5	10,133	233
	..	..	..	4	4,713	27

\*Labour Bureau, (Indian Labour Statistics 1964 and 1966).

† These include both strikes and lockouts.

‡ Less than 500 man-days.

It would be seen from the above Statement that more or less peaceful conditions prevailed in the Industry during the period 1959 to 1963 and a very few number of workers seem to have been involved in disputes. However, during the years 1964 and 1965 the labour situation did not remain peaceful and there was a considerable loss of working time. It is reported that in 1964 and 1965 this loss was mostly due to disputes relating to differences between union and management regarding implementation and interpretation of Awards of Industrial Tribunal, demand for reinstatement of dismissed workers, payment of wages, increase in dearness allowance, provident fund facilities, etc.

## 7.2. Trade Unionism

Information collected during the Survey shows that workers had organised themselves into trade unions in about 59 per cent. of the Artificial Manure factories in the country. As between the two size groups, unions were found to be existing in all large and 53 per cent. of small factories surveyed. It is estimated that in the Industry, as a whole, about 68 per cent. of the workers were members of trade unions. The details regarding the extent of trade unionism in the Artificial Manures Industry are given in Statement 7.2.

### STATEMENT 7.2

*Estimated Percentage of Artificial Manure Factories where Workers were Members of Trade Unions, etc.*  
(1965-66)

Size Group	Number of Factories	Percent- age of Factories where Workers were Members of Trade Unions	Number of Workers* as on 31-3-66	Number of Workers who were Members of Trade Unions	Percent- age of Factories where Trade Unions (some or all) were Recogn- ised
1	2	3	4	5	6
1. Large Factories .. ..	14	100.0	17,095	12,253 (71.7)	100.0
2. Small Factories .. ..	92	53.0	4,339	2,245 (51.7)	88.9
3. All Factories .. ..	106	59.2	21,434	14,498 (67.6)	91.4

\*Covered under the Factories Act, 1948.

*Note.*—Figures within brackets in column 5 are percentages of workers who were members of trade unions to the total number of workers covered under the Factories Act, 1948, on the specified date.

In about 78 per cent. of the factories all the trade unions were registered and in another 4 per cent., only some of the trade unions were registered. As regards multiplicity of trade unions in the Industry, in about 74 per cent. of the factories having trade unions, there was only one union and in the rest, two unions were found functioning. In all large factories, the unions had been accorded recognition by the managements (Statement 7.2). Recognised trade unions existed in 89 per cent. of the small factories also. For the Industry as a whole it is estimated that about 91 per cent. of the trade unions had been recognised.

The trade unions, wherever they existed, were discharging some functions mainly with the object of promoting the interests of the workers. It was observed during the Survey that about 93 per cent. of the unions in Artificial Manure factories were helping their members in securing claims under various Labour Acts; they comprised about 71 per cent. of the unions functioning in the large factories and all in the small ones. About 10 per cent. of the trade unions in the country were giving financial assistance to distressed members and 14 per cent. provided some welfare facilities. None of the unions was running any adult education centre.

### 7.3. Collective Agreements

During the course of the Survey, information was collected in respect of collective agreements concluded in the sampled units since 1956. It is estimated that about 39 per cent. units (comprising 60 per cent. of large and 35 per cent. of small factories) in the Artificial Manures Industry in the country had concluded collective agreements since 1956. The collective agreements covered a wide range of subjects such as rate of bonus payment and workers entitled to it, fixation of grades of pay, employment of casual labour, dearness allowance, construction of quarters, permanency of workmen, nightshift allowance, shoe allowance, supply of uniforms, grievance procedure and settlement of disputes through joint consultations, etc.

### 7.4. Standing Orders

With the enactment of Industrial Employment (Standing Orders) Act, 1946, it has become obligatory for all factories employing 100 or more workers to frame Standing Orders for regulating such matters as classification of workers, intimation of periods and hours of work, holidays, termination of employment and redress of grievances, etc.

It is estimated that about 34 per cent. of Artificial Manure factories (comprising all large and about one-fourth of small factories) in the country were under a statutory obligation to frame Standing Orders. Of these, only 54 per cent. of the factories had fulfilled their obligation under the law. While all the large size units had framed the required Standing Orders, only 25 per cent. of the small units had met the legal obligation.

#### STATEMENT 7.3

*Estimated Percentage of Artificial Manure Factories where Standing Orders were Framed, etc.*

(1965-66)

Size Group	Number of Factories	Percentage of Factories which had Framed Standing Orders	Percentage of Factories under Statutory Obligation to Frame Standing Orders	Percentage of Factories where Standing Orders were Framed (of column 4)	Percentage of Factories where Standing Orders were Certified
1	2	3	4	5	6
1. Large Factories	14	100.0	100.0	100.0	80.0
2. Small Factories	92	17.6	23.5	25.0	100.0
3. All Factories	106	28.5	33.6	54.5	90.7

It will be seen from the Statement that in about 91 per cent. of the factories, Standing Orders had been certified.

Standing Orders in about 91 per cent. of the factories covered all workers whereas in the remaining about 9 per cent. only 'Production Workers' were covered. It is noteworthy that in all the small factories having Standing Orders, all categories of workers were found covered.



### 7.5. *Labour and Welfare Officers*

Labour and Welfare Officers in industrial establishments serve as a useful link between employers and employees and help in establishing healthy contacts between the two. With the enactment of the Factories Act, 1948, it has become obligatory for every factory employing 500 or more workers to appoint a Welfare Officer.

The Survey has shown that only about 5 per cent. of the factories comprising 40 per cent. of large and none in the small size group, were under a legal obligation to appoint Labour/Welfare Officers. All these factories had complied with the requirements of law. In addition, some of the factories though not under statutory obligation had also appointed Labour/Welfare officers. Thus nearly 8 per cent. of the factories in the Industry, as a whole, had appointed Labour and/or Welfare Officers.

These Officers had a wide range of activities and were found to be performing all such duties as are prescribed in the Rules framed under the Act. Securing redress of workers' grievances and maintenance of harmonious relations between the management and workers were some of their important functions. They were also advising the managements in regard to matters connected with the proper implementation of various labour laws. Organisation and supervision of labour welfare and recreation activities also formed a part of their duties. In all the Artificial Manure factories where Labour Officers were appointed, they were reported to be appearing before the Tribunals, etc., on behalf of the managements in cases of industrial disputes.

### 7.6. *Works or Joint Committees*

Though as early as 1930, the Royal Commission on Labour had stressed the need and importance of Works/Joint Committees for providing recognised means of consultation between the managements and workmen and thus creating conditions for the elimination of sources of friction and inculcating a greater sense of responsibility and interest among workers and managements, it was not till the enactment of the Industrial Disputes Act, 1947, that any positive step was taken by the Government of India for the setting up of Works or Joint Committees in the country.

The Survey results have shown that about 34 per cent. of the Artificial Manure factories, comprising all large and 24 per cent. of small units were under a legal obligation to set up Works Committees and of these about two-fifths had done so. It was, however, noticed that such Committees were actually in existence in nearly 18 per cent. of the factories. These included those units also which, though under no statutory obligation, had constituted such Committees. The main reason for not setting up these Committees, in units where it was obligatory, was reported to be that neither the managements nor the workers had felt any need for the same. It was also observed that in about 71 per cent. of the units having Works Committees not a single meeting had been held during the twelve month period ending 31-3-65. Nearly 15 per cent. of the units held only up to three meetings during the same period and the rest met more than six times. All factories having Works or Joint Committees were found to be giving equal representation to employers and employees on these Committees.

### 7.7. *Production and Other Committees*

Production Committees were found to have been set up in only 13 per cent. of the Artificial Manure factories. The main functions of the Production Committees were to advise on matters relating to production and to ensure better upkeep and care of machinery, etc. Some units had set up Workers' Safety Committees. To this category belonged only about 8 per cent. of all Artificial Manure factories in the country, comprising 20 per cent. of large and 6 per cent. of small ones. The main functions of such Committees were to look into the causes of accidents in the factory and finding out ways and means to prevent them.

### 7.8. *Grievance Procedure*

With the enactment of the Industrial Employment (Standing Orders) Act, 1946, it has become compulsory for all factories employing 100 or more workers to frame Standing Orders prescribing, *inter-alia*, the procedure to be followed for the redress of workers' grievances. As stated elsewhere in this Chapter, about 28 per cent. of the Artificial Manure factories in the country had framed Standing Orders and thus, had a provision for the settlement of grievances of their employees. No other factory had a prescribed grievance procedure.

According to the prevailing practice in most of the units, grievances were usually taken to the supervisors or departmental heads in the first instance. If the workers were not satisfied with the decisions at this level, the Welfare Officer or the Personnel Officer, wherever appointed, was approached. Most of the grievances were redressed at this stage as the concerned officer conducted an enquiry before giving his decision. If, however, a satisfactory settlement was still not reached, the matter was taken to the manager whose verdict was normally binding. In some of the units, the union could take the grievance to the State Labour Commissioner.

### 7.9. *Association of Workers with Management*

The Survey has revealed that only one factory (belonging to Public Sector) constituting about 3 per cent. of the Artificial Manure factories in the country had introduced some schemes for associating workers with the management. The Joint Management Council came into existence as a result of a settlement reached between the workers and the employer. The Council consisted of ten members 5 members each representing the workers and the company.

## CHAPTER VIII

### LABOUR COST

Information pertaining to labour cost was collected from sampled establishments during the course of the present Survey in respect of the employees covered under the Factories Act, 1948 and receiving less than Rs. 400 per month as wages. This was in pursuance of the decision taken by the Study Group on Wage Costs appointed by the Ministry of Labour and Employment in 1959. The enquiry pertaining to labour cost was modelled on the lines of the Study of Labour Costs in the European Industry, made by the International Labour Office in 1956, with such modifications as were considered necessary in the light of peculiar conditions in India. For instance, in view of the fact that in India wages are paid on the basis of days instead of hours, data were collected in respect of man-days instead of man-hours. Similarly, it was found in the course of the pilot enquiry that, except for a few units, separate records of premium payments made for leave or holidays or for days not worked, were not maintained and hence these were dropped as separate items and recorded under 'basic wages'. Certain additions were made in the list either on the basis of the decisions of the Study Group, referred to above, or to elicit separate information on some of the items on which employers have to incur expenses under labour laws in force in the country, e.g., lay-off, washing facilities, retrenchment compensation, etc.

The fourth and the last round of the present Survey started in April, 1965 and ended in February, 1966. With a view to maintaining comparability of data and ensuring uniformity, it was intended to collect information, as far as possible, for one continuous period of 12 months. The field staff were asked to collect the data relating to the calendar year 1964. In case it was not feasible to collect information for that period, they were asked to collect the data for the latest available period of 12 months for which information was available subject to the condition that a major period of calendar year 1964 (at least 6 months of the period) was covered. The available data show that it was possible to collect information from most of the sampled establishments for the calendar year 1964. Therefore, the information given below should be treated to relate to the year 1964.

#### 8.1. *Labour Cost per Man-day Worked*

Data in respect of man-days worked and the wages of the workers were collected for the above-mentioned period. Further, expenditure incurred by the employers on various welfare and social security measures, subsidy services, etc., representing the cost incurred by the employers on labour was also recorded in the course of the Survey. Based on the above, the average labour cost per man-day has been worked out and is given in Statement 8.1.

The overall labour cost per man-day worked in the Artificial Manures Industry has been estimated at Rs. 9.70. It is also seen that the large factories had spent much more on labour as compared to the small factories.

#### 8.2. *Components of Labour Cost*

Statement 8.2 shows the distribution of the labour cost according to major heads under which the data were collected.

## STATEMENT 8.1

*Estimated Labour Cost Per Man-day Worked in the Artificial Manures Industry*  
(1964)

Size Group							Labour Cost per Man-day Worked (In Rs.)
1							2
1. Large Factories .. .. .	..	..	..	..	..	..	11.10
2. Small Factories .. .. .	..	..	..	..	..	..	4.54
3. All Factories .. .. .	..	..	..	..	..	..	9.70

## STATEMENT 8.2

*Estimated Labour Cost Per Man-day, Worked by Main Components in the Artificial Manures Industry*  
(1964)

(In Rupees)

Size Group	Wages	Premium Pay for Over-time and Late Shifts	Bonuses	Other Cash Payments	Payments in Kind
1	2	3	4	5	6
1. Large Factories ..	7.58 (68.28)	0.37 (3.31)	0.31 (2.79)	0.22 (1.96)	—
2. Small Factories ..	3.97 (87.53)	0.04 (0.95)	0.11 (2.36)	0.03 (0.59)	0.01 (0.24)
3. All Factories ..	6.81 (70.21)	0.30 (3.07)	0.27 (2.75)	0.18 (1.84)	* (0.02)

Size Group	Social Security Contributions		Subsidies	Cost of running Welfare Centres	Some Other Payments Related to Labour Cost	Others	Total
	Obligatory	Non-obligatory					
1	7	8	9	10	11	12	13
1. Large Factories ..	0.62 (5.62)	* (0.02)	1.46 (13.18)	0.01 (0.05)	0.26 (2.31)	0.27 (2.48)	11.10 (100.00)
2. Small Factories ..	0.19 (4.32)	0.01 (0.20)	0.13 (2.77)	—	0.02 (0.42)	0.03 (0.62)	4.54 (100.00)
3. All Factories ..	0.53 (5.49)	* (0.02)	1.18 (12.14)	* (0.05)	0.21 (2.11)	0.22 (2.30)	9.70 (100.00)

\* Less than Re. 0.005.

Note—Figures within brackets are percentages to total.

8.2.1. *Wages*—This component comprised basic wages (including dearness allowance), incentive bonus and attendance bonus received by employees. In the course of the pilot enquiry, it was found that most of the employers did not maintain separate records of payments made for the days

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actually worked and for leave and holiday periods. Consequently, the amount of basic wages and dearness allowance recorded included the sum paid for the days worked as well as not worked but paid for.

It would be seen from the Statement (8.2) that 'Wages' accounted for about 70 per cent. of the total labour cost in the Industry. This proportion was higher in small factories (88 per cent.) than in the large ones (about 68 per cent.). Statement 8.3 gives the break-up of the 'Wages' into various sub-groups, *viz.*, basic earnings and incentive bonus.

STATEMENT 8.3  
*Estimated Break-up of 'Wage Cost' by Components*  
(1964)

						(In Rupees)		
Size Group						Basic Wages and Dearness Allowance (or Consolidated Wages)	Incentive/ Production Bonus	Total
1						2	3	4
1. Large Factories .. .. .						7.52 (99.27)	0.06 (0.73)	7.58 (100.00)
2. Small Factories .. .. .						3.97 (100.00)	—	3.97 (100.00)
3. All Factories .. .. .						6.77 (99.37)	0.04 (0.63)	6.81 (100.00)

*Note*.—Figures within brackets are percentages.

It is evident from the above Statement that about 99 per cent. of the cost under the item 'Wages' related to basic wages and dearness allowance only, the rest (about one per cent.) being incurred in the shape of incentive bonus. None of the Artificial Manure factories surveyed had incurred any expenditure on account of payment of attendance bonus.

8.2.2. *Premium Pay for Overtime and Late Shifts*—Under this group, only the premium part of pay for overtime work, late shifts, work on holidays, etc., was recorded. This was represented by an amount received by the workers in addition to their normal pay. For instance, if a worker received one and a half times his normal wages for the overtime work, the extra amount, i.e., one-half was recorded against this item. The normal wages were included under the group 'Wages'.

The premium payment for overtime work and late-shifts accounted for a small proportion (about 3 per cent.) of the total labour cost per man-day worked (Statement 8.2). It varied from Re. 0.04 per man-day worked in small factories to Re. 0.37 per man-day worked in large factories.

8.2.3. *Bonuses*—Payments made in the form of festival, year-end and any other bonus were recorded under this group. It would be seen from Statement 8.2 that in Artificial Manure factories this item constituted about 3 per cent. of the total labour cost per man-day worked.

Further break-up of such bonuses shows that the year-end (annual) bonus accounted for about 99.8 per cent. of the total expenditure incurred on bonuses. The only other item, under the group 'Bonuses' on which some expenditure was incurred by the employers, was festival bonus though its contribution to the group was rather insignificant.

8.2.4. *Other Payments in Cash and Kind*—Other cash payments were those which were made regularly such as house-rent allowance and some *ad hoc* or *ex-gratia* payments made to workers. Payments under this group accounted for about two per cent. of the total labour cost. Such payments were more in large units than in small ones.

Payments in kind related to such items as distribution of sweets and fuel. Its share in the total labour cost was negligible (about 0.02 per cent.).

8.2.5. *Social Security Contributions*—The expenses incurred by employers on various social security measures constituted one of the elements of labour cost. Since the employers were statutorily obliged to undertake some of the social security measures, separate data were collected in respect of expenditure incurred on obligatory and non-obligatory social security contributions. The combined cost on account of this component worked out to Re. 0.53 per man-day worked or about 5.5 per cent. of the total labour cost. This expenditure was higher in large factories as compared to that in the small ones. Statement 8.4 shows the estimated cost of social security contributions under each item for which information was collected.

#### STATEMENT 8.4

#### *Estimated Cost of Social Security Contributions per Man-day Worked in the Artificial Manures Industry*

(1964)

(In Rupees)

Size Group	Obligatory						
	Provident Fund	Retrenchment Compensation	Compensation for Lay-off	Employees' State Insurance Contribution	Compensation for	Maternity Benefits	
					Employment Injury	Occupational Diseases	
1	2	3	4	5	6	7	8
1. Large Factories..	0.49 (78.85)	* †	—	0.10 (16.02)	* (0.64)	—	* (0.16)
2. Small Factories..	* 0.13 (66.84)	0.01 (3.57)	—	0.05 (28.57)	* (1.02)	—	* †
3. All Factories..	0.42 (78.01)	* (0.19)	—	0.09 (17.10)	* (0.75)	—	* †

STATEMENT 8.4—*contd.*

Size Group	Obligatory			Total	Non-obligatory	Total for Obligatory and Non-obligatory	Percentage of Social Security Contributions to the Total Labour Cost
	Dependants Allowance	Other Social Programme	Gratuity				
1	9	10	11	12	13	14	15
1. Large Factories..	---	---	0.03 (4.33)	0.62 (100.00)	*	0.62	5.64
2. Small Factories..	---	---	---	0.19 (100.00)	0.01	0.20	4.52
3. All Factories..	---	---	0.02 (3.95)	0.53 (100.00)	*	0.53	5.51

\* Less than Re. 0.005.

† Less than 0.005 per cent.

Note—Figures within brackets are percentages.

As the Statement (8.4) shows, the expenditure incurred by the employers on non-obligatory social security contributions was virtually insignificant. The major item of expenditure in respect of obligatory social security contributions was employers' contribution to provident fund which alone accounted for Re. 0.42 per man-day worked or about 78 per cent. of the total cost on such contributions. The next important item was Employees' State Insurance Contributions which accounted for about 17 per cent. of the total labour cost on obligatory social security contributions. The major portion of the remaining 5 per cent. of the cost was attributable to expenses on gratuity.

8.2.6. *Subsidies*—Cost to employers for providing certain facilities and services to workers and their families was collected under this head. The facilities listed were Medical and Health Care, Canteens, Restaurants and other Food Services, Company Housing, Building Funds, Credit Unions and Other Financial Aid Services, Creches, Educational Services, Cultural Services (e.g., Library, Reading Rooms, etc.), Recreation Services (Clubs, Sports, etc.), Transport, Sanitation (at work places), Drinking Water Facilities, Vacation Homes, etc. The net amount spent, including depreciation but excluding any capital expenditure, was recorded. In the course of the Pilot Enquiry it was noticed that in most of the cases, either employers did not maintain any records separately for the above-mentioned items or expenses related not only to persons falling within the scope of the Study but also others. Hence, the field staff were asked to obtain estimates, wherever such statistics were not available separately, for the above-mentioned items, and/or for the employees covered by the Study only. In the latter case, estimates were made on the basis of the proportion that the employees coming under the scope of the Study formed to the total number of employees. Statement 8.5 gives details in respect of the cost on subsidies incurred by the employers in the Artificial Manures Industry.

## STATEMENT 8.5

*Estimated Cost of Subsidies per Man-day Worked in the Artificial Manures Industry*  
(1964)

(In Rupees)

Size Group	Medical and Health Care	Canteens	Restaurants and Other Food Services	Company Housing	Creches	Building Funds	Recreation Services	Transport
1	2	3	4	5	6	7	8	9
1. Large Factories ..	0.35 (24.26)	0.10 (6.77)	* (0.07)	0.37 (25.09)	* (0.21)		0.09 (6.22)	0.07 (4.78)
2. Small Factories ..	0.01 (10.32)	0.02 (12.70)	0.02 (18.25)	0.01 (8.73)			* †	0.02 (11.90)
3. All Factories ..	0.28 (23.96)	0.08 (6.88)	0.01 (0.43)	0.29 (24.72)	* (0.17)		0.07 (6.12)	0.06 (4.93)

Size Group	Sanitation	Drinking Water	Educational Services	Cultural Services	Credit Unions etc.
1	10	11	12	13	14
1. Large Factories ..	0.16 (11.21)	0.05 (3.14)	0.17 (11.41)	* (0.14)	* (0.07)
2. Small Factories ..	0.04 (31.75)	* (2.38)		* †	
3. All Factories ..	0.14 (11.73)	0.04 (3.14)	0.13 (11.22)	* (0.09)	* (0.07)

Size Group	Washing Facilities	Vacation Homes	Other Family Services viz. Bath room	Total	Percentage of Subsidies to the Total Labour Cost
1	15	16	17	18	19
1. Large Factories ..	0.10 (6.63)			1.46 (100.00)	13.18
2. Small Factories ..	0.01 (3.97)	* †	* †	0.13 (100.00)	2.77
3. All Factories ..	0.08 (6.54)	* †	* †	1.18 (100.00)	12.14

\*Less than Rs. 0.005.

†Less than 0.005 per cent.

Note.—Figures within brackets are percentages.



The cost of subsidies per man-day worked amounted to Rs. 1.18 constituting 12.1 per cent. of the total labour cost. The proportion of this expenditure was higher in large factories.

The main item of expenditure was Company Housing which accounted for 24.7 per cent. of the total cost on subsidies. Medical and Health Care came next and formed about 24.0 per cent. of the total cost of subsidies. Other items of expenditure were Sanitation (11.7 per cent.), Educational Services (11.2 per cent.), Canteens (6.9 per cent.), Washing facilities (6.5 per cent.), Recreation Services (6.1 per cent.), Transport (4.9 per cent.), Drinking Water (3.1 per cent.) and Restaurant and Other Food Services (0.4 per cent.). Contributions towards Credit Unions, Creches and Cultural Services, etc., accounted for a negligible proportion of the total labour cost. Absolutely no expenditure was reported to have been incurred on Building Funds.

8.2.7. *Direct Benefits*—Direct benefits are those benefits which are paid by the employers directly to the beneficiary without any intermediary or external agency *e.g.*, payment made on birth, death, marriage, etc. Survey results show that no expenditure was incurred by employers on this item.

8.2.8. *Some Other Payments Related to Labour Cost*—Under this group, expenses relating to on-the-job medical services and cost of recruitment and remuneration paid to apprentices incurred by the employers were recorded. The total cost incurred on account of all these items amounted to Re. 0.21 per man-day worked (Statement 8.2) at the all-India level.

8.2.9. *Others*—Under this head, only those expenses which could not be grouped under any of the heads or sub-heads of the labour cost items were recorded. They related to the cost incurred by the employers on account of protective clothings and pay of welfare officers. The total cost incurred on account of all these items amounted to Re. 0.22 per man-day worked (Statement 8.2) at the all-Industry level.

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## CHAPTER IX

### SUMMARY OF FINDINGS

At the beginning of the First Five Year Plan, there were only 56 registered Artificial Manure factories in the country employing about 6,193 workers. By 1964, the number of factories had increased to 130 with an average daily employment of 16,200, thus recording a rise of nearly 132 per cent. in number and 162 per cent. in employment.

The data collected in the course of the Survey show that on 31st March, 1965, the estimated total number of persons employed in the Industry was 25,977. Of these, nearly 71 per cent. were 'Production and Related Workers' 12 per cent. were 'Clerical and Related Personnel', about 10 per cent. were engaged on 'Watch and Ward and Other Services', about 6 per cent. were Professional and 'Technical Staff' and the rest (about 1 per cent.) belonged to the Administrative and Managerial group.

The Survey has further revealed that the working force in the Industry consisted mainly of men (about 93 per cent.) and the remaining 7 per cent. were women. Child labour was totally absent. Nearly 97 per cent. of the 'Production Workers' were time-rated and the rest were piece-rated. Contract labour was found employed in about 31 per cent. of the factories. The system of recruitment was direct for about 43 per cent. of the workers in the Industry. Recruitment through advertisement accounted for about 38 per cent. of employees.

About 77 per cent. of the directly employed 'Production Workers' in the Industry were permanent, about 6 per cent. temporary and nearly 14 per cent. were casual workers. Probationers and apprentices accounted for the rest. The system of employing 'badlis' was not in vogue in any of the sampled units.

It is estimated that about 43 per cent. of the directly employed 'Production Worker's in the Artificial Manures Industry had less than 5 years' service to their credit on 31st March, 1966; about 22 per cent. 5 years' or more but less than 10 years' and nearly 10 per cent. had put in 15 years' and more service.

None of the units visited in the course of the Survey had adopted any special measures to check absenteeism and labour turnover.

Only about 13 per cent. of the Artificial Manure factories in the country were providing training and apprenticeship facilities. However, the training was imparted on an *ad hoc* basis in about 59 per cent. of the factories while there were regular schemes in the remaining 41 per cent. of factories.

The average daily earnings of the workers belonging to 'Professional, Technical and Related Personnel' and 'Administrative, Executive and Managerial Personnel' were about Rs. 25.52 and Rs. 15.04 respectively during March, 1965. 'Clerical and Related workers', on an average earned Rs. 10.58 per day and 'Watch and Ward Staff' Rs. 6.78 per day.

Nearly 49 per cent. of the Artificial Manure factories surveyed paid separate dearness allowance to their workers and in 47.3 per cent. of such

units, dearness allowance had been linked to the Consumer Price Index Numbers. Production/Incentive bonus, night-shift allowance, house rent allowance and transport allowance were also being paid in some of the factories. The practice of paying annual bonus was in vogue in nearly 59 per cent. of the factories in the Industry. Of the factories having annual bonus schemes, nearly 56 per cent. had them on a regular basis and the rest on an *ad hoc* basis. The system of paying festival bonus was found to exist in nearly 10 per cent. of the factories.

Nearly 59 per cent. of the Artificial Manure factories were working one shift a day, about 10 per cent. two shifts while the remaining factories (about 31 per cent.) had three shifts. Night shifts were being worked in about 36 per cent. of the Artificial Manure factories. The system of providing certain amenities like free tea, etc., to workers working during night hours, existed only in 31 per cent. of the factories working night shifts. In none of the factories surveyed the hours of work exceeded 9 per day and 48 per week. A regular system of transferring workers from one shift to the other existed in about 88 per cent. of the units having more than one shift. The period of rest interval in about 54 per cent. of the factories ranged between  $3/4$  hour to 1 hour during day shifts and spread over did not exceed  $10\frac{1}{2}$  hours in any unit.

It is estimated that approximately 95 per cent. of the factories had provided latrines, though the type of arrangements made varied from unit to unit. All the defaulting units were small-size factories. Separate latrines for women workers existed in all the factories having such workers. Compliance with the law in regard to urinals, was not as good as in the case of latrines since only 44 per cent. of the factories had made such arrangements. The number of latrines and urinals provided was generally adequate in most of the units.

Nearly 87 per cent. of the units were found to be granting earned leave to their employees in accordance with the provisions of the Factories Act, 1948. Data collected regarding the number of workers who availed of leave show that nearly 70 per cent. of the workers had enjoyed leave during the year 1964, nearly one-fourth of them having enjoyed more than 30 days' leave.

The system of granting casual leave with pay was found to be in vogue in about 46 per cent. of the factories in the country. In nearly three-fifths of the units granting casual leave, the facility was unconditional whereas, in the rest, it was admissible only on completion of some specified period of service. In about 67 per cent. of the units granting casual leave, it was allowed only up to 10 days in a year. About 54 per cent. of all units in the Industry were reported to be granting sick leave to their employees. The Survey has also shown the existence of a wide-spread practice of granting national and/or festival holidays with pay. It is estimated that the practice existed in nearly 97 per cent. of the factories. The number of holidays granted in a year ranged from up to 5 to over 15 days though a majority of factories (55 per cent.) allowed such holidays from 5 to 10 days. Almost all the Artificial Manure factories in the country were giving a weekly day of rest to their employees and in about 87 per cent. of them the same was with pay.

Drinking water facilities, in the form of water taps/buckets/earthen pitchers, existed in all the Artificial Manure factories surveyed during the Survey. In 10 per cent. of the Artificial Manure factories, the drinking

water point was situated within the prohibited distance from the latrines and urinals. Washing facilities were available in all the large and 94 per cent. of small factories, constituting about 95 per cent. of Artificial Manure factories. Bathing facilities existed in about 57 per cent. of the factories surveyed.

Canteens were found functioning in all those establishments which were under a statutory obligation to do so with arrangements for sale of tea, coffee and snacks and even meals in some of the units. About 80 per cent. of the large factories having canteens were being run by managements and the rest by contractors. In all small factories having canteens, they were being run by the contractors. Canteen Managing Committees were functioning in about 36 per cent. of the factories having canteens. The prices of items sold in these canteens were fixed by the managing committees. In the remaining units, the prices were fixed either by the contractors or in consultation with the managements or Works Committees. In nearly 82 per cent. of factories having canteens, the hygienic conditions were found to be satisfactory. It was found that only 24 per cent. of the factories employing women were under an obligation to provide crèches and nearly one-fourth of them had gone so. Of the small number (about 23 per cent.) of factories required to provide rest shelters, about two-thirds had actually done so.

Recreation facilities for workers, existed in about 80 per cent. of large and 6 per cent. of small factories, constituting about 16 per cent. of Artificial Manure factories at the All-India level. As regards the type of facilities provided, besides in-door and/or out-door games, some cultural activities such as dramas, film shows and religious and social functions were also being organised in some of the factories. In about 66 per cent. of the factories, recreation facilities were financed by the managements. Contributions were being made by the workers for the purpose in about 17 per cent. of the factories. As regards educational facilities, it was found that they were available in about 60 per cent. of large and none of the small establishments surveyed and in all these units, fee was being charged from students. No factory surveyed was running any adult education centre.

Medical facilities in the form of attached dispensaries or hospitals were available to employees in about 23 per cent. of Artificial Manure factories in the country. About 5 per cent. of the remaining units had made *ad hoc* arrangement with local medical practitioners for rendering medical aid to their employees. About 5 per cent. of the factories were under a statutory obligation to provide ambulance rooms and all of them had such rooms. Nearly 87 per cent. of the units had provided first-aid boxes for the use of their employees though in only 44 per cent. of them, the first-aid boxes were under the charge of trained first-aiders.

The facility of free transport from residence to factory and back was being enjoyed by workers in one large and one small factory surveyed. Grain shops and co-operative stores were functioning in about 8 per cent. of the factories.

It is estimated that, in the Industry, as a whole, about 28 per cent. of the factories had provided housing facilities to their employees though the benefit was not very extensive as only 29 per cent. of the working force had been housed. About 44 per cent. of the houses were one-room tenements.

It is estimated that about three-fourths of the Artificial Manure factories had provident fund schemes for their employees and nearly 71 per

*cent. of the total number of workers in the Industry were found to be the members of provident funds. Pension scheme existed in only one small factory surveyed and was meant for all categories of workers. Gratuity schemes were in force in about 36 per cent. of the Artificial Manure factories in the country. In 47 per cent. of the factories, claims for maternity benefits were made and accepted for payment. During 1964, industrial accidents took place in 44 per cent of the Artificial Manure factories involving 1,036 workers. Fatal accidents were negligible and those causing permanent disability also formed an insignificant proportion. By far the largest number of workers involved, about 57 per thousand workers employed, was in minor accidents causing temporary disabilities.*

Data pertaining to industrial disputes show that there were more or less peaceful conditions in the Industry during the period 1959 to 1963. However, during the years 1964 and 1965 there was considerable loss of mandays. It is estimated that 59 per cent. of the factories had trade unions and about 68 per cent. of workers were members of these unions. The favourable attitude of the managements towards unions is reflected by the fact that in 91 per cent. of the factories having unions, recognition had been accorded to them.

Collective agreements since 1956 had been concluded in 39 per cent. of the factories, most of them being large units. It is estimated that about 34 per cent. of Artificial Manure factories in the country were under a statutory obligation to frame Standing Orders. Of these, nearly 54 per cent. had fulfilled their obligation under the law. In about 91 per cent. of the factories, which had framed Standing Orders, these Orders were found to have been certified, and excepting in a few (about 9 per cent.) large factories, they covered all categories of workers. Only about 5 per cent. of the factories surveyed were under a legal obligation to appoint Labour/Welfare Officers. However, all these factories had complied with the requirements of law and, at the all-India level, nearly 8 per cent. of the factories were found having appointed Labour and/or Welfare Officers. About 34 per cent. of the Artificial Manure factories were under a legal obligation to set up Works Committees and of these, nearly two-fifths had done so. It was noticed that such Committees were actually in existence in nearly 18 per cent. of all factories.

Information collected regarding the system of settling grievances of the workers in the Industry shows that in about 28 per cent. of the units, a prescribed procedure was in existence. As regards schemes for associating workers with the managements, only about 3 per cent. of the factories had introduced the same.

Data relating to labour cost in respect of persons covered under the Factories Act, 1948 and receiving less than Rs. 400 per month show that, during the calendar year 1964 the labour cost in the Industry was Rs. 9.70 per manday worked. Wages i.e., Basic Wage, Dearness Allowance and Incentive Payments, constituted the main component of labour cost and accounted for 70.2 per cent. of it. Bonuses and Social Security Contributions accounted for about 2.8 and 5.5 per cent. of the total labour cost respectively. Expenses falling under the group 'Subsidies' constituted about 12.1 per cent. of the total labour cost. The main items of expenditure under this head were Company Housing, Medical and Health Care, Sanitation and Educational Services.

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## APPENDIX I

### A BRIEF NOTE ON THE SAMPLE DESIGN AND THE METHOD OF ESTIMATION ADOPTED

#### 1. *Sample Design*

For the Survey of Labour Conditions, a multi-stage sampling procedure with Industry as a stratum, with further regional strata for those industries which were found to be highly concentrated in particular regions or areas, was followed. The registered factories belonging to those industries for which regional stratification was found necessary were stratified and each centre or area of high concentration was taken as a separate regional stratum of the Industry and the remaining scattered factories were clubbed together into a single residual stratum. Establishments in an Industry/regional stratum were arranged in a frequency distribution fashion with suitable class intervals and were divided into two size-groups, large factories and small factories, on the basis of an optimum cut-off point derived for each Industry. The optimum cut-off point was so derived that if all the establishments in the upper size group were included in the sample, the results obtained would yield an estimate of over-all employment within 5 per cent. error at 95 per cent. confidence interval, and the sample size would be minimum. The optimum cut-off point varied from industry to industry. For the Artificial Manures Industry it was chosen as 155 which was approximately equal to the average size of employment in the Industry. However, considering the limited resources available for the Survey of Labour Conditions and the practicability, etc., it was thought that a sample of 25 per cent. from the upper size group and 12½ per cent. from the lower size group would yield reliable results. However, the experience of earlier Surveys had shown that due to (i) non-availability of very recent frame, (ii) closures, and (iii) units changing their line of production, considerable shrinkage had occurred to the desired sample size. Hence it was decided that for taking into account such closures, etc., the required sample size should be increased to allow for the above-mentioned shrinkage. Since the sample size in respect of almost all industries had been inflated to safeguard against shrinkage due to closure of units, etc., substitution was resorted to only in case of abnormal closures of units, in the manner explained below:—

I. In case of such industries where the sample size had not been inflated substitution was done to replace sampled units found closed:

- (a) If the number of sampled units was 5 or less in size class of a particular industry/stratum; or
- (b) The number of units found closed, etc., was more than 1 in a sample of 6 to 10 units of a size class of particular industry/stratum.
- (c) In cases where the sample sizes were more than 10 units, substitution was made when the extent of closures was 50 per cent. or more.

II. For industries where the sample size had already been inflated substitution was done only if the extent of closure was 50 per cent. or more

*irrespective of the size of the sample unless such a high rate was already noticed in the second wage census and consequently taken into account in fixing the sample size.*

The ultimate sampling units, namely registered factories, within an industry/regional stratum were arranged by contiguous States and within each State by contiguous districts in a serpentine fashion so that districts formed a contiguous chain from one State to another. Having arranged the list of units in the above manner, the units above the optimum cut-off point were taken in the upper-size class and the rest in the lower-size class. From these size-groups, the required number of units were selected by systematic sampling with a random start. The frame on the basis of which the sample was selected in the case of Artificial Manure factories was the list of registered factories for the year 1963.\*

## 2. Method of Estimation

In the course of the Survey, various characteristics were studied, some of which were correlated with employment whereas there were others which were not correlated with employment but with the number of establishments. Consequently, two different methods were used for working out estimates.

For estimating the totals of those characteristics which are highly correlated with employment such as labour cost, etc., ratio of total employment was used as the blowing up factor. For estimating the totals of those characteristics which are not correlated with employment such as, number of units providing certain welfare facilities, etc., the ratio of units was used as the blowing up factor. Estimates of percentages have been arrived at by computing in each case the ratio of the estimates of the totals for the two characteristics involved.

More precisely, the estimate for the total (for all-India) of a particular characteristic not correlated with employment in the Industry has been obtained as:—

$$X = \frac{N_u - N'_u}{n_u - n'_u} \sum_i X_{iu} + \frac{N_L - N'_L}{n_L - n'_L} \sum_i X_{iL} \dots\dots\dots (1)$$

The summation extending over all the sampled units surveyed in the industry:

Where  $X$  = the estimated total of the  $X$ —characteristic for the industry.

$N_u$  and  $N_L$  = the number of units in the original population as featuring in the 1963 list, which was used as frame, in the upper and lower size groups respectively of the industry.

$N'_u$  and  $N'_L$  = the number of units which featured in the 1963 list, but were not featuring in the list relating to the period more or less coinciding with the period of the Survey in the upper and lower size-groups respectively, of the industry.

\*For Andhra Pradesh and Maharashtra the lists related to the year 1962.

- $n_u$  and  $n_L$  = the total number of units in the sample (from 1963 list) in the upper and lower size groups respectively of the industry.
- $n'_u$  and  $n'_L$  = the number of sampled units, which were found at the time of the Survey to be closed or to have changed the line of production and hence left out in the upper and lower size groups respectively of the industry.
- $X_{iu}$  and  $X_{iL}$  = the total of the characteristic  $X$  in the  $i$ th sample unit of the upper and lower size groups respectively of the industry.

In the industry the estimate for the characteristic —  $Y$  correlated with employment is given by:

$$Y = \frac{E_{Nu} - N'_u}{E_{nu} - n'_u} \sum_i Y_{iu} + \frac{E_{Nl} - N'_l}{E_{nl} - n'_l} \sum_i Y_{il} \dots\dots\dots (2)$$

The summation extending over all the sampled units surveyed in the industry.

Where  $Y$  = the estimated total of the characteristic —  $Y$  for the industry.

$E_{Nu} - N'_u$  and  $E_{Nl} - N'_l$  = the total employment in 1963 in  $N_u - N'_u$  and  $N_l - N'_l$  units respectively, of the industry.

$E_{nu} - n'_u$  and  $E_{nl} - n'_l$  = the total employment in 1963 in  $n_u - n'_u$  and  $n_l - n'_l$  sampled units respectively of the industry.

$Y_{iu}$  and  $Y_{il}$  = the total of characteristic  $Y$  in the  $i$ th sample unit of the upper and lower size groups respectively of the industry.



## APPENDIX II

### GOVERNMENT OF INDIA MINISTRY OF LABOUR AND EMPLOYMENT LABOUR BUREAU SURVEY OF LABOUR CONDITIONS

#### I. IDENTIFICATION :

1. Industry .. .. .
2. (a) Name of the unit .. .. .  
(b) Since when functioning (year) .. .. .
3. Address (i) State .. .. .  
(ii) District .. .. .  
(iii) City/Town .. .. .  
(iv) Locality/Post office .. .. .
4. (i) Stratum.....(b) Size.....Upper/Lower\*
5. Sector— Private/Public\*

#### II. EMPLOYMENT :

1. *Composition of the working force*—Give the number of persons employed in the unit in the table below on the specified date (i.e., ..... )

	Men	Women	Children	Total
(i)	(ii)	(iii)	(iv)	(v)

(i) Persons covered by the Factories Act :

- (a) Professional, Technical and related Personnel .. .. .
- (b) Administrative, Executive and Managerial Personnel .. .. .
- (c) Clerical and related workers (including supervisory) .. .. .

\*Put a circle around the word applicable.

II.—EMPLOYMENT—*contd.*

	Men	Women	Children	Total
(i)	(ii)	(iii)	(iv)	(v)
(d) Production and related workers (including supervisory) :				
1. Employed directly :				
(i) Time-rated ..				
(ii) Piece-rated ..				
(iii) Unpaid workers ..				
2. Employed through contractors :				
(i) Time-rated ..				
(ii) Piece-rated ..				
(e) Watch and Ward and Other Services ..				
Total ..				
(ii) Persons not covered by the Factories Act :				
(a) Professional, Technical and related Personnel ..				
(b) Administrative, Executive and Managerial Personnel .. ..				
(c) Clerical and related workers (including supervisory) ..				
(d) Watch and Ward and Other Services ..				
(e) Others, if any ..				
Total ..				
GRAND TOTAL ..				

**II —EMPLOYMENT—contd.**

(iii) Specify the departments in which women and children are employed and indicate the nature of work done by them.

Departments in which employed	No. employed		Nature of work done	Special reasons if any, for their employ- ment
	Women/ Children	All workers		
(i)	(ii)	(iii)	(iv)	(v)

(a) Women workers :

1.	..	..
2.	..	..
3.	..	..

(b) Children :

1.	..	..
2.	..	..
3.	..	..

(iv) Specify the jobs on which contract labour is employed and ascertain the reasons why contract labour and not departmental labour is employed for these jobs.

Jobs on which contract labour is employed	Reasons for employment of contract labour
(i)	(ii)
1.	
2.	
3.	
4.	

**Employment Status**—Give in the following statement the number of departmental production workers (i.e., as under II-1(i)(d) 1 in each of the specified categories as on (the specified date)).....

Category				No. of workers
(i)				(ii)
1. Permanent	..	..	..	_____
2. Probationer	..	..	..	_____
3. Temporary	..	..	..	_____
4. Badli ..	..	..	..	_____
5. Casual ..	..	..	..	_____
6. Apprentice (Paid or unpaid) ..	..	..	..	_____
7. Others (Specify) ..	..	..	..	_____

### III. ABSENTEEISM :

Has the management taken any measures to reduce absenteeism?

If yes, give details.

Yes/No \*

### IV. LABOUR TURNOVER :

1. Has the management taken any measures to reduce Labour Turnover ? Yes/No \*

2. If yes, give details.

### V. LENGTH OF SERVICE :

1. Give the length of service of production workers employed directly as on the specified date.

Length of Service				No. of workers
(i)				(ii)
(a) (i) Under 1 year ..	..	..	..	_____
(ii) 1 year but under 5 years	..	..	..	_____
(b) 5 years but under 10 years ..	..	..	..	_____
(c) 10 years but under 15 years	..	..	..	_____
(d) 15 years and over ..	..	..	..	_____
Total			..	_____

\*Put a circle around the word applicable.

## PROFORMA

(a) Pay period immediately preceding the specified date: From.....  
to .....196 ..

(b) Number of working days in the pay period.....

(c) Remarks.....

Category of Workers*	Total Number of Man-days worked in the pay period	Total Amount Earned
(i) Professional, Technical and Related Personnel .. .. .		
(ii) Administrative, Executive and Managerial Personnel .. .. .		
(iii) Clerical and Related Workers ..		
(iv) Watch and Ward and Other Services ..		

\* Information should relate to persons covered under the Factories Act.

IX. 1. Give rates of wages and other allowances, etc., of the lowest paid (full time) workers.

Components	Direct Labour			Contract Labour		
	Men	Women	Children	Men	Women	Children
(a) Basic wage ..						
(b) Dearness allowance ..						
(c) Consolidated ..						
(d) Other allowances ..						

Occupation(s)

2. Mention the pay period for which the above information is given.

- X. (a) (i) Whether the unit is paying separate dearness allowance Yes/No\*  
 (ii) If linked with cost of living index mention : Centre.....  
 Base.....

(b) Give details of the dearness allowance paid in the statement below :

System/Method of d.a.(†)	Category of workers entitled	No. of workers covered	Slab	Rate	Period
(i)	(ii)	(iii)	(iv)	(v)	(vi)

\*Put a circle around the word applicable.

(†) A—Linked to cost of living index number.

B—Based on Income Slabs.

C—Flat Rate.

D—Others (Specify).

XI. Details of the various allowances, etc., paid to workers may be recorded in the statement below—

Name of allowance, etc.	Category of workers entitled	Qualifying conditions, if any, attached to the pay- ment	Rate of payment
(i)	(ii)	(iii)	(iv)
1. Incentive bonus (e.g., Production, Efficiency Bonus, etc.) ..	..	..	..
2. Night shift allowance ..	..	..	..
3. House rent allowance ..	..	..	..
4. Transport or conveyance allow- ance .. ..	..	..	..
5. Attendance bonus .. ..	..	..	..
6. Other allowances, etc. (specify)	..	..	..

**XII. PROFIT-SHARING/OTHER BONUS :**

	Profit-Sharing	Other Bonus (Specify)
1. Is there any regular scheme for the payment of profit-sharing bonus/other bonus ? .. .. .	Yes/No*	Yes/No*
2. If there is a regular scheme give the following particulars :		
(i) Whether the scheme was framed—		
(a) Entirely by the management .. .. .	(a)(b)*	(a)(b)*
(b) On the basis of voluntary agreement between workers and management.		
(ii) The year since when the scheme is in force .. .. .		
3. If there is no regular scheme state—		
(i) the basis on which bonus was last paid—		
(a) At the discretion of the management .. .. .	(a)/(b)/(c)*	(a)/(b)/(c)*
(b) Voluntary agreement between workers and management .. .. .		
(c) Adjudication award .. .. .		
(ii) The year since when it is being paid almost regularly .. .. . Year——— Year———		
4. Give the following particulars regarding manner of payment of bonus in the unit†—		
(a) Categories of workers covered .. .. .	_____	
(b) Year for which the bonus was last paid .. .. .	_____	
(c) Conditions attached to payment .. .. .	_____	
(d) Rate of payment .. .. .	_____	
(e) Mode of payment .. .. .	_____	

\*Put a circle around the word applicable.

†If a regular scheme is in force give the information in respect of the regular scheme, otherwise in respect of the last bonus payment.

**XIII. FINES :**

- (i) Whether any notice has been exhibited in the unit specifying acts of commission or omission for which fines are imposed. Yes/No/No fines imposed.\*
- (ii) Whether the list of acts of commission or omission for which fines are imposed is approved by the State Government or the prescribed authority .. .. Yes/No/No fines imposed.\*
- (iii) Is the amount of the fine imposed on employees within the limits prescribed by the Payment of Wages Act ? Yes/No/No fines imposed.\*
- (iv) Is there any fines fund in the unit ? .. .. Yes/No/Q.D.A.\*
- (v) If there is a fines fund, state items of expenditure—

**XIV. DEDUCTIONS :**

- (i) Are deductions made from wages of workers in conformity with the provisions of the Payment of Wages Act ? Yes/No\*
- (ii) If no, mention types of irregularities—

**XV. 1. Does the management maintain register as prescribed under the Payment of Wages Act for :—**

- (a) Fines Yes/No/No fines imposed.\*
- (b) Deductions for damages, etc. .. .. Yes/No/No such deductions.\*

2. (a) Does the management exercise any control over the payment of wages to contract labour ? Yes/No/Q.D.A.\*
- (b) If answer to (a) is yes, mention in what way.



## WORKING CONDITIONS

## XVI. HOURS OF WORK :

1. Give the following details relating to hours of work, etc., applicable to majority of production workers.

	Daily hours of work	Spread-over	Duration of rest interval	Weekly hours of work	
	(i)	(ii)	(iii)	(iv)	(v)
Adults .. ..					
Children .. ..					
Contract labour ..					

2. Number of shifts worked by the unit One/Two/Three/Four\*
3. (a) Is there any night shift in the unit? Yes/No\*.  
 (b) If yes, give timings of night shift. ....
4. Do workers working in night hours get any amenity or concession ? Yes/No/Q.D.A./Shift allowance/Free tea or coffee, etc./Reduced hours of work/Other (Specify)\*.
5. (a) Is there any regular system of changing workers from one shift to another ? Yes/No\*  
 (b) If yes, mention the number of days after which workers are transferred from one shift to another.

## XVII. DUST AND FUMES :

- (a) Are there any manufacturing processes which give off considerable—  
 (i) Dust Yes/No\*  
 (ii) Fumes, vapour and gases Yes/No\*

\*Put a circle around the word applicable.

XVII. DUST AND FUMES—*contd.*

(b) If answer to any is yes, give the following details—

Dust		Fumes, vapour and gases	
Name of process	Department	Name of process	Department

(c) If such processes exist, what measures have been adopted by the management for preventing inhalation of dust/fumes, vapour and gases or its accumulation in rooms:

	Dust	Fumes, etc.
(i) Whether local exhaust ventilation is provided ..	Yes/No*	Yes/No*
(ii) Whether dust suppression is carried out by the use of water (i.e., wet method adopted) ..	Yes/No*	..
(iii) Whether general exhaust system is provided ..	Yes/No*	Yes/No*
(iv) Whether dusty processes, etc., are isolated ..	Yes/No*	Yes/No*
(v) Type of respiratory protection equipment provided and used .. .. .	None at all/Dust Masks/Gas Masks/Fresh air breathing equipment /Other equipment (Specify)*	
(vi) (a) House-keeping .. .. .	Good/Average/Unsatisfactory*	
(b) General remarks on house-keeping ..		

(d) If no measure has been adopted mention how workers try to safeguard themselves.

\*Put a circle around the word applicable.

**XVIII. SEATING ARRANGEMENTS :**

- (a) Whether suitable arrangements for sitting have been provided and maintained for all workers obliged to work in a standing position

Yes/No/Q.D.A.\*

- (b) If no, reasons given by management for not providing seats.

**XIX. DISPOSAL OF TRADE WASTES AND EFFLUENTS :**

1. Is the effluent or trade waste properly treated in factory before it is discharged outside ?

Yes/No/No trade wastes, etc.\*

2. Arrangements for the discharge of effluents or trade wastes .. .. .

Discharged in :  
river/drain/lake/ pond  
public sewer/ public  
drain/public land/other  
methods (give details)\*

**XX. CONSERVANCY :**

- (a) Number of latrines and urinals maintained in the factory or workplaces:—

Latrines						Urinals	
No.†	Type†	Method of disposal	No. of water taps provided or near latrines	Whether properly screened [Write yes or no]		No.	Whether properly screened [Write yes or no]
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
For men ..							
For women ..							
Common for men & women ..							

- (b) Type of construction of latrines and urinals—

	Construction [A—Temporary/B—Permanent]§	Whether Floors are Impervious [Yes/No]	Whether walls are: A—Plastered/B—Tarred and Impervious§
(i)	(ii)	(iii)	(iv)
Latrines ..			
Urinals ..			

\*Put a circle around the word applicable.

†A—Water borne sewer; B—Water borne septic tank; C—Dry type bore hole; D—Dry type pan; E—Others (Specify). Write in the column only 'A' or 'B' or 'C' etc., as the case may be.

‡Along with the no. of latrines, also specify within brackets the maximum number of workers employed

§Write A or B in the col. as the case may be.

**XXI. MEDICAL FACILITIES :****1. Does the unit maintain—**

	Yes/ No.	Number	Are they under the charge of trained personnel*	Accessible/ Inaccessible	Deficiencies
	(i)	(ii)	(iii)	(iv)	(v)
(a) First aid boxes ..					
(b) Ambulance Room ..					

**2. Give the following details regarding the trained first-aiders in the unit --**

(a) Total No. of trained first-aiders. No. ....

(b) Type of training received, e.g., St. Johns Ambulance, Red Cross, etc.

**2A. Has the Employees' State Insurance Scheme been implemented in the Unit ?**Yes/No /Ex-  
empted†.**3. Does the unit provide medical facilities to its workers in addition to facilities provided by the Employees' State Insurance Corporation?**

Yes/No†

**4. If yes, give the information in the following proforma:**

	No.	No. of doctors		Other Staff†	No. of hours in a week for which part time doctors are available in hospital / dispensary/ ambulance room
		Full time	Part time		
	(i)	(ii)	(iii)	(iv)	(v)
Dispensary ..					
Ambulance Rooms ..					
Hospitals ..					

\*A--All under the charge of trained personnel. B--A few under the charge of trained  
C--None under the charge of trained personnel. Write A, B, or C in the column as the case  
may be.

†Put a circle around the word applicable.

‡e.g., (a) Nurses, (b) Compounders, (c) Dressers, (d) Nursing Orderlies, (e) Ward Boys,  
(f) Ayas, (g) Midwives, (h) Others (Specify).

5. (a) If no, whether any arrangement made elsewhere for medical treatment of workers. Yes/No\*
- (b) Describe briefly the arrangement made, specially mention whether the arrangement is in the shape of—
- (i) a contract with a medical practitioner to attend to workers ; or
- (ii) an agreement with some hospital or dispensary
- (c) Are the medical facilities available to contract labour in the same way as to workers directly employed ? Yes/No/No contract labour\*.
- (d) If doctors are employed either whole-time or part-time, describe their duties.

### LEAVE AND HOLIDAYS

XXII. 1. Give in the following proforma leave and holidays with pay granted to workers :—

Type of leave or holiday	Type of works entitled	No. of days allowed in a year	Qualifying conditions	Rate at which payment is made to workers during leave or holiday period
(i)	(ii)	(iii)	(iv)	(v)
1. Earned leave	_____	_____	_____	_____
2. Sick leave	_____	_____	_____	_____
3. Casual leave	_____	_____	_____	_____
4. Festival and National holidays	_____	_____	_____	_____
5. Weekly off	_____	_____	_____	_____
6† ..	_____	_____	_____	_____

2. Do workers get a weekly day of rest?

Yes/No.\*

\*Put a circle around the word applicable.

†If there are any other types of leave, not listed in the proforma, give information in respect of them separately in blank space.

**XXIII. 1. Give below the total No. of all workers who were allowed earned leave in the calendar year, 1964.**

	No. of workers			Remarks
Up to 5 days	..	..	..	_____
Over 5 up to 10 days	..	..	..	_____
Over 10 up to 15 days	..	..	..	_____
Over 15 up to 20 days	..	..	..	_____
Over 20 up to 25 days	..	..	..	_____
Over 25 up to 30 days	..	..	..	_____
Over 30 days	..	..	..	_____

**2. Average number of workers employed in the calendar year 1964**\_\_\_\_\_

### WELFARE OR OTHER AMENITIES

#### XXIV. FACILITIES FOR DRINKING WATER :

1. What predominant facility exists for the supply of drinking water in the unit? Tap water/Tube wells/Earthen pitchers/Buckets or drums.\*
2. In case earthen pitchers, buckets or drums are provided state whether they were clean or not. Clean/Not clean\*.
3. Arrangements for the supply of water during summer months. No special arrangement/Earthen pitchers/Iced water/Refrigerated water\*
4. Whether any drinking water point situated within 20 feet of any washing place, urinal or latrine ? Yes/No\*

#### XXV. WASHING FACILITIES :

1. Type of washing facility provided by the management.
 

Troughs with taps or jets
Wash basins with taps
Taps on stand pipes
Showers controlled by taps
Circular troughs of the fountain type
Water stored in receptacles
No facility at all.*

\*Put a circle around the relevant words.

**XXV. WASHING FACILITIES—*contd.*****2. Means of cleaning :**

(a) Material supplied .. .. Nothing/ Soap/ Nail brush/  
Towel/ Any other material\*  
(specify)†

(b) Whether conveniently accessible  
to workers .. Yes/No/Q.D.A.\*

**3. Whether separate washing facilities  
provided for women workers ..**

Yes/No

---

 No woman employed.
 

---



---

 Q.D.A.\*
 

---

**4. Whether facilities provided for women  
are properly screened .. ..**
 Yes/No/No women employed/  
Q.D.A.\*
**XXVI. BATHING FACILITIES :****1. No. of bathrooms provided—**

Number

(a) For men .. .. 

---

(b) For women .. .. 

---

(c) Common for men and women .. 

---

**2. If answer to 1 above is No, state the  
main reasons why it has not been  
provided.****XXVII. LOCKERS :****1. Whether lockers for keeping clothes of  
workers have been provided by the  
management .. ..**

Yes/No\*

**2. If the unit is under statutory obliga-  
tion to provide lockers and it has not  
done so or not provided sufficient  
numbers, give the reasons adduced  
by the management.****3. Describe the type of lockers provided.****XXVIII. REST SHELTERS :****1. Has the unit provided rest shelters for  
its employees? .. ..**

Yes/No\*

**2. If answer to 1 above is in affirmative  
give the following details :**

(a) No. of rest shelters.. .. 

---

(b) Standard of rest shelters :—

---

 \*Put a circle around the word applicable.

†Here specify the item supplied.

## Remarks

- 
- |  |       |         |
|--|-------|---------|
| (i) Whether the building of the rest shelter is of the prescribed standard | .. .. | Yes/No* |
| (ii) Whether it affords adequate protection from weather                   | .. .. | Yes/No* |
| (iii) Whether the shelter is cool  | .. .. | Yes/No* |
| (iv) Whether the shelter is maintained in a tidy condition                 | .. .. | Yes/No* |
| (v) Whether provision made for drinking water in the rest shelter          | .. .. | Yes/No* |
| (vi) Whether sufficiently lighted  | .. .. | Yes/No* |
| (vii) Whether sufficiently ventilated                                      | .. .. | Yes/No* |
- 

(viii) State the main items of furniture

---

3. If rest shelters are statutory and have not been provided state the reasons given by the employer for not providing them.

#### XXIX. CANTEENS :

- |   |   |
|---|---|
| 1. How many canteens exist in the unit?   | No.....   |
| 2. What items are sold ?  | Tea/Coffee/Snacks/Meals/Others (Specify)*                                   |
| 3. Is it run by the   | Management/Contractor/Jointly by management and workers Others (specify)*   |
| 4. Sale of items  | At subsidised rates<br>No profit no loss basis<br>Market price*             |
| 5. Has any Canteen Managing Committee been appointed ?  | Yes/No *  |
| 6. Who fixes the prices ?   | Canteen Managing Committee<br>Management<br>Contractor<br>Others (specify)* |
| 7. In case prices are approved by the Canteen Managing Committee, is the approved price list displayed in the canteen ? | Yes/No*   |
- 

\*Put a circle around the word applicable.



**XXIX CANTEENS :**

8. In case the management of the unit subsidises the canteen give the following details—

(a) Is it paid regularly every year ?	Regularly
	Occasionally*
(b) Purpose for which it is paid	To meet losses*
	To supply Articles at cheap rates †

9. Average daily number of workers visiting the canteen No.....
10. If the average daily number of workers visiting the canteen is small and the Canteen is not very popular among workers mention briefly the main reasons given by workers why they do not use the canteen.
11. Is there drinking water facility in the canteen ? Yes/No\*
12. If the canteen is statutory and has not been provided give reasons adduced by the management.

**XXX. CRECHES :**

1. Does the unit maintain a creche ? Yes/No/No woman employed.\*
2. If answer is yes, mention whether —

(Remarks)

- |  |         |
|--|---------|
| (a) the creche is situated in congenial surroundings       | Yes/No* |
| (b) the creche building conforms to the standard laid down | Yes/No* |
| (c) the creche is properly lighted and ventilated          | Yes/No* |
| (d) the creche is adequately furnished                     | Yes/No* |
| (e) the creche is maintained cleanly                       | Yes/No* |
3. Are the children attending the creche supplied—

(Remarks)

- |                   |         |
|-------------------|---------|
| (a) Toys          | Yes/No* |
| (b) Clean clothes | Yes/No* |
| (c) Soap          | Yes/No* |
| (d) Towels        | Yes/No* |
| (e) Milk          | Yes/No* |
| (f) Refreshments  | Yes/No* |

\*Put a circle around the word applicable.

† In case of some other purposes not enumerated above, write in the blank space.

**XXX. CRECHES -- *contd.***

4. Mention, the staff appointed for the creche (*e.g.*, Ayahs, Nurses, etc.).
5. Is the creche facility available to children of women employed by contractors? Yes/No\*
6. If creche is statutory and has not been provided, give reasons adduced by the management.

**XXXI. RECREATION FACILITIES :**

1. Has the management made any arrangement for the recreation of workers ? Yes/No\*
2. If yes, give the scope of recreation facilities—
 

(a) Out-door games	Foot Ball/Hockey/Volley Ball/ Cricket†
(b) In-door games	Carrom/Table Tennis/Cards/ Chess†
(c) Radio Sets	No.....
(d) Dramas	Yes/No*
(e) Film Shows	Yes/No*
3. (1) Are the above facilities available to (a) all workers, only (b) certain specified categories of workers (specify), (c) those workers who pay some subscription\*.
- (2) If the facility is provided to only those who pay subscription then mention the rate of subscription.
4. How are the recreation facilities financed ?  
Whether they are financed :—
  - (a) From the Welfare Fund of the unit.
  - (b) From *ad hoc* contributions by the management.
  - (c) Solely by contributions of workers.
  - (d) Other ways (specify)\*.

---

\* Put a circle around the word applicable.

† Put a circle around the item provided. In case there are items not enumerated mention them also.

**XXXI. RECREATION FACILITIES—*contd.***

5. How recreation facilities are managed or administered?

(a) Directly by employers Yes/No\*

(b) Indirectly by employers through some officers, e.g., Labour Officer, Welfare Officer, etc. Yes/No\*

(c) (i) Through a Committee Yes/No\*

(ii) If yes, give below the following information :

(1) Composition of the Committee (*ie.*, number of representatives of management and workers).

(2) The tenure of members.

(3) Procedure for selecting representatives.

6. Does the unit organise religious and/or social functions? Yes/No\*

**XXXII. EDUCATION FACILITIES :**

1. (i) Does the unit run any school for workers' children? Yes/No\*

(ii) If yes, give the following details—

Standard, i.e., Primary, Middle, or High School, Intermediate or Degree College	No. of schools	Whether schools are (a) exclusively for workers' children or (b) for others also
(i)	(ii)	(iii)
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____
(d) _____	_____	_____
(e) _____	_____	_____

\*Put a circle around the word applicable.

**XXXII. Education Facilities—contd.**

(iii) Whether any fee is charged from children attending these schools ?

Yes/No\*

(iv) Whether books, slates, pencils, etc., are supplied free to children attending the schools ?

Yes/No\*. Articles supplied free.

(v) Does the management pay any scholarships to workers' children?

Yes/No\*

2. Does the management pay any subsidy to any school for providing educational facilities to workers' children?

No

Regular subsidy

Occasional subsidy\*

**3. Adult Education Centres—**

No. of  
centres

(a) Inside the factory premises .. .. .

(b) Outside the factory premises .. .. .

**XXXIII. HOUSING :**

1. Has the management provided any houses for workers ?

Yes/No\*

2. If yes, give the following details—

Accommodation] (e.g., one, two three, four rooms, etc.)	No. of houses	Whether kutcha or pucca built	Type of employees to whom usually given	No. of workers allotted houses	Rent charged
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					

\*Put a circle around the word applicable.

XXXIII. Housing—*contd.*

3. (a) Are workers given any facility for building their own houses ?

Yes/No\*

(b) If yes, give the following particulars—

Nature of facility	Type of workers entitled	Amount or extent (give note also)	Conditions attached (e.g., rate of interest, period of repayment in case of loan)
(i)	(ii)	(iii)	(iv)
1. Loan for house building ..	_____	_____	_____
2. Concessional supply of land ..	_____	_____	_____
3. Free supply of land ..	_____	_____	_____
4. Supply of building material (Free or concessional) ..	_____	_____	_____
5. Any other assistance (specify) ..	_____	_____	_____

## XXXIV. TRANSPORT FACILITIES :

1. Does the unit provide free or concessional transport facilities to workers from their residence to work-place and back ?

Yes/No\*

2. If yes, are workers not provided with transport facility/paid any special allowance ?

Yes/No\*

## XXXV. OTHER AMENITIES :

1. (a) Is there any grain-shop run by the employer?

Yes/No\*

(b) Whether articles are sold at

Market price

Cost price

Subsidised rates\*

2. (a) Is there any co-operative ?

Yes/No\*

(b) If yes, mention whether it is a

Credit Society .. .. . Yes/No\*

Co-operative Store .. .. . Yes/No\*

Housing Society .. .. . Yes/No\*

Multi-purpose Society .. .. . Yes/No\*

\*Put a circle around the word applicable.

**XXXV. Other Amenities—*contd.***

- (c) Does the management give any financial or other aid to the Society ? Yes/No\*
- (d) Give brief details of the activities of Co-operative Society (Societies).
3. (a) Has the unit provided any protective clothing and/or similar other facility to workers ? .. Yes/No\*
- (b) If yes, give details.

**SOCIAL SECURITY****XXXVI. PROVIDENT FUND :**

1. Is there any Provident Fund Scheme for employees of the unit ? Yes/No\*
2. If yes, give the following details—

Name of the Scheme	Date of introduction	Categories of employees covered	Conditions prescribed for membership	Rate of contribution		Membership on the specified date
				Employers	Employees	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1. Employees' Provident Fund Scheme						
2. Others †						

**XXXVII. PENSION :**

1. (a) Does the management pay any pension to employees? Yes/No\*
- (b) Whether pension is paid in addition to provident fund? Yes/No\*
2. If yes, give details on the following points‡
- (a) Whether the scheme is regular or pension is paid at the discretion of management. Regular/Discretionary
- (b) Categories of employees covered.
- (c) Conditions prescribed for eligibility to pension.
- (d) Rate at which pension is paid.
3. In case there is any Pension Scheme for contract labour, give the same details as in 2 above.

\*Put a circle around the word applicable.

†Mention whether the scheme(s) is under any award, etc., or introduced voluntarily by the management.

‡If there are more than one schemes, information should be given separately.

**XXXVIII. GRATUITY SCHEMES :**

1. Does the mangement pay gratuity to employees when they retire from service ? Yes/No\*
2. Is gratuity paid to dependants in case of death of employees ? Yes/No\*
3. In case gratuity is paid, give the following details—
  - (a) Whether gratuity is paid under any regular scheme or paid at the discretion of the mangement and there is no regular scheme.
 

Regular Scheme
Paid at the discretion of the mangement.*
  - (b) Categories of workers covered.
  - (c) Is there any such scheme for contract labour ? Yes/No\*
  - (d) Qualifying conditions prescribed—
    - (i) Direct labour.
    - (ii) Contract labour.
  - (e) Rate at which gratuity is paid—

Direct labour	Contract labour
---------------	-----------------

(i) On retirement	
-------------------	--

(ii) Death	
------------	--

(iii) Voluntary resignation	
-----------------------------	--

(iv) Termination of service by employer	
---	--

4. Total No. of workers to whom gratuity was paid in the preceding calendar year.

**XXXIX. MATERNITY BENEFIT :**

Give the following details regarding maternity benefit paid in the calendar year, 1964	No.....
--	---------

Direct labour	Contract Labour
---------------	-----------------

(a) Total number of claims made during the year	No.....	No.....
---	---------	---------

(b) Total number of claims accepted for payment during the year	No.———	No.———
---	--------	--------

---

\*Put a circle around the word applicable,

**XI. WORKMEN'S COMPENSATION:**

1. Give the following details regarding industrial accidents during the calendar year, 1964
 

	Direct labour	Contract labour
No. of persons involved in accidents resulting in—		
(i) Death	_____	_____
(ii) Permanent Disability	_____	_____
(iii) Temporary Disability	_____	_____
2. Do workers of the unit suffer from any occupational diseases? Yes/No\*
3. If yes give the following details —
  - (a) Name of occupational disease
  - (b) Brief description of the disease
  - (c) Processes which cause the disease
4. No. of cases in which compensation was paid for occupational diseases in the calendar year, 1964
 

(a) No. ....
(b) Amount paid .....

**XII. STANDING ORDERS :**

1. Has the unit framed any Standing Orders? Yes/No.\*
2. If yes, give the following details—
  - (a) Act under which the Standing Orders have been framed \_\_\_\_\_
  - (b) Whether the Standing Orders have been certified or not
 

Certified _____
Not certified* _____
  - (c) Category of employees covered by the Standing Orders
 

Workers† _____
Clerical staff. _____
Watch and ward staff. _____
3. If no Standing Orders have been framed, record the reasons for their not being framed as given by—
  - (a) Management.
  - (b) Trade Union of workers.
  - (c) If Trade Union does not exist then by workers.

---

\*Put a circle around the word applicable.

†Tick mark the category of employees.



**XLII. 1. Has the unit appointed a Labour and/or Welfare Officer?**

(Indicate numbers if more than one Appointed)

Labour Officer  
Welfare Officer  
Personnel Officer  
None appointed\*

2. If a Labour/Personnel or Welfare Officer has been appointed mention his duties.

3. Does the Labour or Welfare Officer appear before Tribunals, etc. on behalf of the management in industrial disputes?

Yes/No\*

**XLIII. GRIEVANCE PROCEDURE :**

1. Is there any regular prescribed procedure in the unit for attending to grievances of workers.

Yes/No\*

2. If yes, give the details of the procedure prescribed for redress of grievances of workers.

3. If there is no regular prescribed procedure describe how workers' grievances are redressed.

**XLIV. TRADE UNIONS :**

1. Are workers of the unit organised into a trade union(s)?

Yes/No\*

2. If yes, give the following details regarding union or unions—

Name of the union	No. of workers who are members	Whether registered or not [Yes/No]	Whether recognised by the management or not [Yes/No]
(i)	(ii)	(iii)	(iv)
1. _____			
2. _____			
3. _____			
4. _____			

\*Put a circle around the word applicable.

**XLIV. Trade Unions—*contd.***

3. If union is not recognised give briefly the main reasons therefor.
4. Describe the main activities of each of the unions under the following heads :

Name of the Union—

- (1) Adult education.  
 (2) Welfare.  
 (3) Recreation.  
 (4) Securing claims under Labour Acts.  
 (5) Relief to distressed members or their dependants.

**WORKS COMMITTEES OR JOINT COMMITTEES**

**XLV. 1.** Has the unit any Works Committees/  
 Joint Committees? Yes/No\*

2. If yes, give the following details—

(a) Number of representatives of—

Management \_\_\_\_\_

Workers \_\_\_\_\_

(b) How many elections were held during  
 the last six years (preceding the  
 specified date)? \_\_\_\_\_

(c) Mention the month and year of each election—

(i)

(ii)

(iii)

(iv)

(d) Number of meetings of Works Com-  
 mittees/Joint Committees held in the  
 preceding twelve months \_\_\_\_\_

(e) Important items discussed in these meetings and the results, during  
 the 12 months preceding the specified date—

Items	Whether any decision taken or not [Yes/No]	If decision taken whether imple- mented or not	If not implemen- ted the main reasons therefor
(i)	(ii)	(iii)	(iv)

\*Put a circle around the word applicable.

**XLV—contd.**

3. If Works Committee/Joint Committee is not functioning properly or is not existing at all then mention the reasons therefor.

**XLVI.** 1. Is there any Production Committee ? Yes/No\*  
2. If yes, mention its constitution and functions.

**XLVII.** If there are any other committees (e.g., Safety Committee, etc.) mention their constitution and functions.

**XLVIII. ASSOCIATION OF WORKERS WITH THE MANAGEMENT OF THE UNIT :**

1. Has the employer associated workers with the management of the unit ? Yes/No\*  
2. If yes, describe in what way.

**XLIX.** Give the following details regarding collective agreements concluded in the unit since 1956---

Serial No.	Date on which agreement was signed	Period of validity of the agreement	Main items covered by the agreement together with the main provisions in respect of each item	Workers covered
(i)	(ii)	(iii)	(iv)	(v)

\*Put a circle around the word applicable.

## L. LABOUR COST :

Expenditure of  
the unit for the  
Calendar year,  
1964

Period—From.....to.....

1. Total No. of Man-days worked .....			
2. <i>Wages</i> —		Rs.	P.
(i) Basic Wage (including dearness allowance) ..			
(ii) Incentive bonus or pay .. .. .			
(iii) Attendance bonus .. .. .			
3. <i>Premium pay for overtime and late shift</i> —			
(i) Overtime .. .. .			
(ii) Shift allowance .. .. .			
4. <i>Bonuses</i> —			
(i) Festival bonus .. .. .			
(ii) Year end bonus .. .. .			
(iii) Profit sharing .. .. .			
(iv) Others .. .. .			
5. <i>Other Cash Payments</i> —			
(i) Regular ( <i>e.g.</i> , Travelling allowance or House rent allowance) .. .. .			
(ii) <i>Ex-gratia</i> or <i>ad-hoc</i> .. .. .			
6. <i>Payments in kind</i> -			
(i) Food articles .. .. .			
(ii) Other articles .. .. .			
7. <i>Obligatory Social Security Contributions</i> —			
(i) Provident Fund .. .. .			
(ii) Retrenchment .. .. .			
(iii) Lay-off .. .. .			
(iv) Employees' State Insurance Corporation ..			
(v) Employment injury .. .. .			
(vi) Occupational Diseases .. .. .			
(vii) Maternity Benefit .. .. .			
(viii) Dependants (Family allowance) .. .. .			

L. LABOUR COST—*contd.*

			Rs.	P.
(ix) Other social programmes (Statutory) (e.g., contribution to welfare funds, such as Coal Mines Welfare Fund, Mica Mines Welfare Fund, etc.)	..	..	..	.....
(x) Gratuity	..	..	..	.....
8. <i>Non-obligatory Security Contributions—</i>				
(i) Provident Fund	..	..	..	.....
(ii) Pension	..	..	..	.....
(iii) Gratuity	..	..	..	.....
9. <i>Subsidies—</i>				
(i) Medical and health care (hospitals, dispensaries, etc.)	..	..	..	.....
(ii) Canteen	..	..	..	.....
(iii) Restaurants and other food services	..	..	..	.....
(iv) Company housing (including electricity, water, sanitary service, etc.)	..	..	..	.....
(v) Building fund	..	..	..	.....
(vi) Credit unions and other financial aid services	..	..	..	.....
(vii) Creches	..	..	..	.....
(viii) Educational Services (Schools for children, adult education, etc.)	..	..	..	.....
(ix) Cultural Services (Library, reading room, etc.)	..	..	..	.....
(x) Recreation Services (Theatres, Cinema, Clubs, Sports, Radios, etc.)	..	..	..	.....
(xi) Transport (Free or concessional)	..	..	..	.....
(xii) Sanitation (at work places)	..	..	..	.....
(xiii) Drinking water facilities	..	..	..	.....
(xiv) Washing facilities	..	..	..	.....
(xv) Vacation Homes	..	..	..	.....
(xvi) Other family services	..	..	..	.....
(xvii) Others (specify)	....	..	..	.....
10. <i>Cost of running Multipurpose Welfare Centres (Non-statutory)</i>				
	..	..	..	.....
11. <i>Direct benefits—</i>				
(i) Birth	..	..	..	.....
(ii) Marriage	..	..	..	.....

**L. LABOUR COST—concl.****11. Direct benefits—contd.**

- |   |    |    |    |       |
|---|----|----|----|-------|
| (iii) Death   | .. | .. | .. | ..... |
| (iv) Dependency (family allowance or supplement<br>to family allowance) | .. | .. | .. | ..... |
| (v) Others (specify)  | .. | .. | .. | ..... |

**12. Other Payments related to Labour Cost—**

- |   |    |    |    |       |
|---|----|----|----|-------|
| (i) Cost of recruitment   | .. | .. | .. | ..... |
| (ii) Vocational training  | .. | .. | .. | ..... |
| (iii) Recruitment examinations, etc.  | .. | .. | .. | ..... |
| (iv) Apprenticeship and training facilities                                     | .. | .. | .. | ..... |
| (v) On the job medical services (e.g., first-aid<br>equipment, ambulance rooms) | .. | .. | .. | ..... |

**13. Any Others (specify)** .. .. .

Record below the name(s) and designation of officials of the establishment who mainly assisted in the collection of data.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_



